MS-DOS® User's Guide

Version 3.10

Model "D"

Leading Edge Hardware Products, Inc.

MS-DOS USER'S GUIDE
Version 3.10

for the
MODEL "D"

Leading Edge Hardware Products, Inc.
Canton, MA

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Version 3.10

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From time to time, changes are made to the information contained in the user's guide. Any such changes are incorporated in new editions of this user's guide. You should check with your dealer from time to time to see whether new editions are available and the information therin is of interest.

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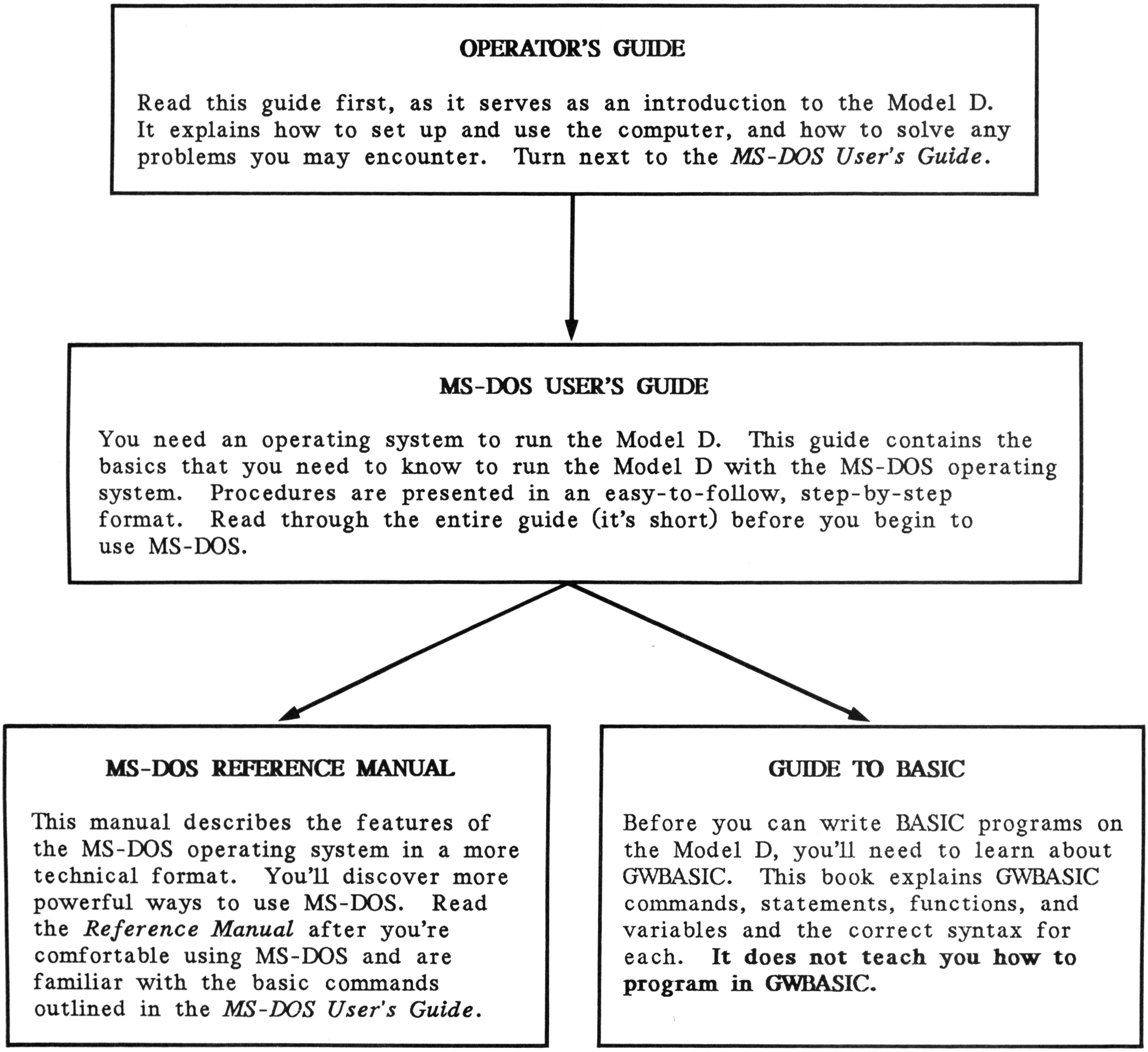
MODEL D MANUALS: WHERE TO TURN FIRST



OPERATOR'S GUIDE

Read this guide first, as it serves as an introduction to the Model D. It explains how to set up and use the computer, and how to solve any problems you may encounter. Turn next to the *MS-DOS User's Guide*.

MS-DOS USER'S GUIDE

You need an operating system to run the Model D. This guide contains the basics that you need to know to run the Model D with the MS-DOS operating system. Procedures are presented in an easy-to-follow, step-by-step format. Read through the entire guide (it's short) before you begin to use MS-DOS.

MS-DOS REFERENCE MANUAL

This manual describes the features of the MS-DOS operating system in a more technical format. You'll discover more powerful ways to use MS-DOS. Read the *Reference Manual* after you're comfortable using MS-DOS and are familiar with the basic commands outlined in the *MS-DOS User's Guide*.

GUIDE TO BASIC

Before you can write BASIC programs on the Model D, you'll need to learn about GWBASIC. This book explains GWBASIC commands, statements, functions, and variables and the correct syntax for each. **It does not teach you how to program in GWBASIC.**

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ABOUT THIS MANUAL

The *MS-DOS User's Guide* explains the basics of using MS-DOS. It tells you how to start the computer with MS-DOS and has information on the most widely used MS-DOS commands.

If you've never used a computer before or are unfamiliar with MS-DOS, you should read this guide. The *MS-DOS Reference Manual* contains more technical information for experienced users. You'll find the *MS-DOS Reference Manual* much easier to understand if you first read the *MS-DOS User's Guide*.

The organization of this guide is outlined below.

Chapter 1	**Introduction** Explains what MS-DOS is and how it works for you.
Chapter 2	**Learning about Disks and Disk Drives** Describes the different types of disks and disk drives that your system may have.
Chapter 3	**Learning about Files** Talks about directories and files.
Chapter 4	**Getting Started** Explains how you use MS-DOS to start the computer.
Chapter 5	**Getting Around in MS-DOS** Helps you become more familiar with the keyboard.
Chapter 6	**MS-DOS Commands** Contains information on the MS-DOS commands that you're most likely to use to manage your files.

Chapter 7	**Other Useful MS-DOS Commands** Describes the MS-DOS commands you use to check, copy, and compare disks.
Chapter 8	**More about Fixed-Disk Systems** Explains how you use MS-DOS to start a fixed-disk system. Introduces you to the multilevel directory structure.
Chapter 9	**EDLIN and GWBASIC** Helps you start the EDLIN and GWBASIC programs that come on the MS-DOS disks.

CHAPTER 1
INTRODUCTION

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WHAT IS MS-DOS?

MS-DOS is the *Disk Operating System* (DOS) originally created by Microsoft (MS) for personal computers. You can think of it as a behind-the-scenes manager. The operating system takes care of all the details necessary for the computer to execute the various tasks you ask it to perform. Two of the jobs it performs are managing the devices attached to your computer and helping other programs to run.

The operating system manages the *devices* you use with your computer, such as printers and disk drives. A device is anything that can be connected to a computer. MS-DOS makes it possible for you to communicate with any of the following devices:

- A printer.
- A keyboard.
- A disk drive.
- A monitor.
- A modem.

The computer needs MS-DOS to start up and run. Once you've started the computer with MS-DOS, you can compose letters and reports, run languages such as GWBASIC, and run *application programs* (software).

There are many types of application programs, including spreadsheets, word processors, and tax preparation packages. These programs can help you balance your budget, send form letters, and manage information such as address lists. Many of these programs need MS-DOS in order to run.

BEFORE YOU BEGIN -- WHAT YOU NEED

Before you begin using this guide, you should have the following:

- A Leading Edge Model D computer (including a monitor), with either a dual floppy-drive system or a fixed-disk system.
- The MS-DOS and GWBASIC disks.
- The following manuals:

  MS-DOS User's Guide

  MS-DOS Reference Manual

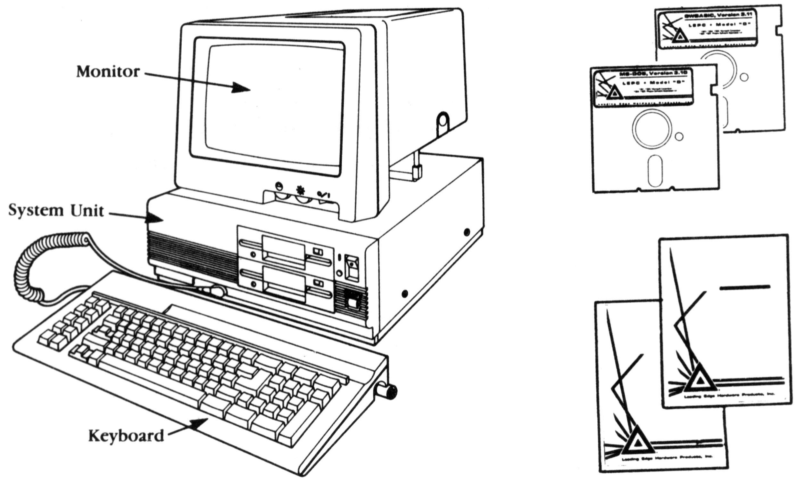

Figure 1-1 What You Need

HOW TO USE THIS GUIDE

This guide helps you learn how to use MS-DOS. It provides all the basic information about MS-DOS that you need to know and presents it in the order you'll most likely need it. First, you need to read Chapter 2 for information about disks, and Chapter 3 for information about files. Then, for your protection, Chapter 4 tells you how to make a backup copy of your MS-DOS disk.

There is also a complete index and a list of terms at the end of the guide. When you're ready to learn more about MS-DOS, you can refer to the *MS-DOS Reference Manual.*

SUMMARY

The operating system is necessary for running many applications and other kinds of programs on the computer. MS-DOS makes it possible for you to communicate with devices such as a printer or a disk drive. This guide teaches you the basics of MS-DOS so that you can successfully operate your computer.

CHAPTER 2
LEARNING ABOUT DISKS AND DISK DRIVES

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WHAT IS A FLOPPY DISK?

A *floppy disk* is a circular piece of flexible plastic enclosed in a protective, square jacket. The front of the jacket is smooth, while the back has visible seams.

The plastic disk inside the jacket has a magnetic surface. Information is stored on this surface in a form that a computer can recognize. A computer *reads* the information stored on a floppy disk. A computer can also *write* on a floppy disk.

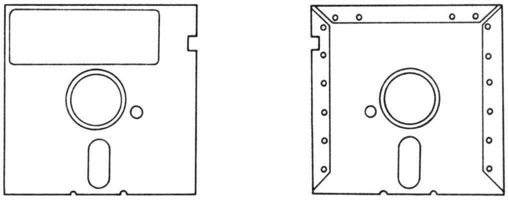

Figure 2-1 A Floppy Disk -- Front and Back

Caring for Floppy Disks

Handle floppy disks carefully. Damage to a disk could result in the loss of the information that is stored on it. If you follow these guidelines, you'll reduce the risk of damaging your floppy disks:

- Always place a label on the front of a floppy disk, at the top. Never let the label touch the exposed magnetic surface of the disk.
- Handle a disk by its label. Never touch the exposed surfaces of a disk.
- Always use a soft felt-tip pen when writing on labels. A pencil or ballpoint pen can damage the disk.
- Store floppy disks in their envelopes. The envelopes are treated to resist static electricity and dust build-up.
- Keep disks in a safe place, away from dust, magnetism, and extremes in temperature.
- Don't ever bend or fold a disk.
- Be careful when inserting a disk into a drive. Never force a disk into place.
- Floppy disks have a limited lifetime. Always make backup copies of your disks. See Chapter 6, the COPY command, and Chapter 7, the DISKCOPY command, for more information.

Write-Protect Tabs

A floppy disk can be *write-protected* so that a computer can read information on it, but can't change anything by writing on it. Write-protected disks usually have a small tab (the write-protect tab) covering a notch on the right side of the disk (the write-protect notch).

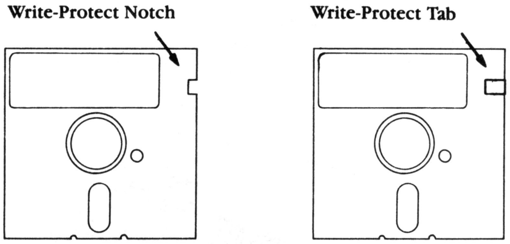

Figure 2-2 Disks with Write-Protect Notch and Tab

Removing the write-protect tab from a disk allows you to write information on it. However, be sure to consider the reason the disk was protected in the first place before you change its contents. It may be a good idea to make a copy of the disk and work on the copy. That way you'll still have the original.

If a disk does not have a write-protect notch, it is already write-protected. The computer can read what's on the disk but it can't write on it.

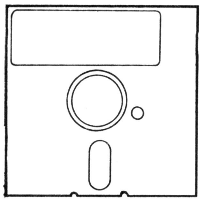

Figure 2-3 A Disk without a Write-Protect Notch

Preparing a Floppy Disk for Use

A floppy disk must be *formatted*, or prepared, so that MS-DOS can use it. Formatting also analyzes the disk for defective areas. If a disk is not blank, formatting destroys any data that is on the disk.

Chapter 6 describes how to use the FORMAT command to prepare your floppy disks.

DISK DRIVES

A floppy-disk drive is used to read and write on floppy disks. Floppy-disk drives are commonly called Drive A and Drive B, referring to the top and bottom drives, respectively. If you have only one floppy-disk drive on your computer, it is Drive A.

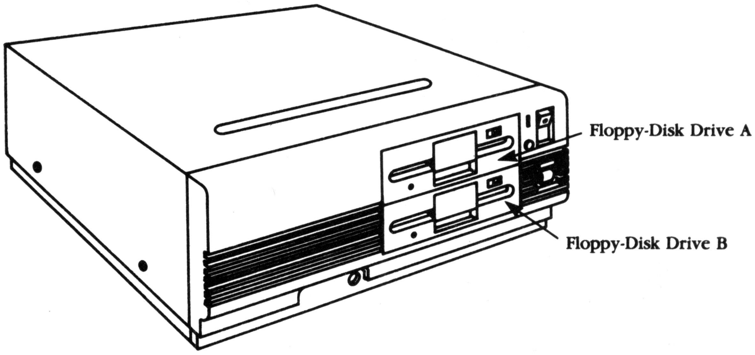

Figure 2-4 A Dual Floppy-Drive System

WHAT IS A FIXED DISK?

A fixed disk is similar to a floppy disk, with the following differences:

- A fixed disk is made of a harder material.
- It has a much greater storage capacity.
- The computer can access information from a fixed disk much faster than from a floppy disk.
- A fixed disk is built into the computer.

Most computers with a fixed disk have a floppy-disk drive as well. The fixed disk is referred to as Drive C. The floppy-disk drive in a fixed-disk system is called Drive A.

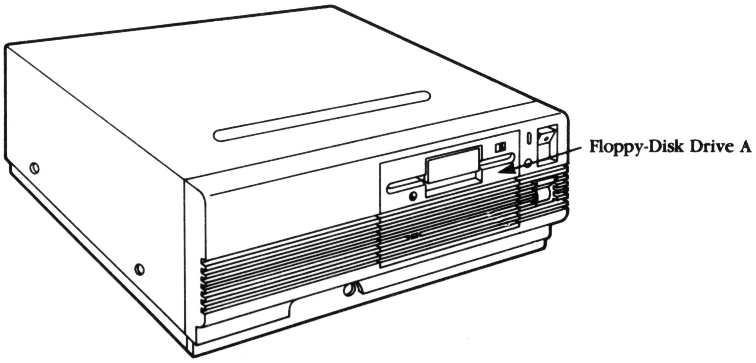

Figure 2-5 A Fixed-Disk System

A fixed disk needs to be prepared for use. If you have a fixed-disk system, see Chapter 8 for information on how to prepare a fixed disk.

Proceed to Chapters 3 through 7 to become familiar with MS-DOS.

SUMMARY

A computer stores information on floppy disks and fixed disks. Some floppy disks are write-protected. The computer can read them but it can't write on them. Dual-floppy drives are referred to as Drive A and Drive B.

A fixed-disk system has a fixed disk built into the computer. It runs faster and stores more information than a dual floppy-drive system. A fixed disk is commonly referred to as Drive C.

CHAPTER 3
LEARNING ABOUT FILES

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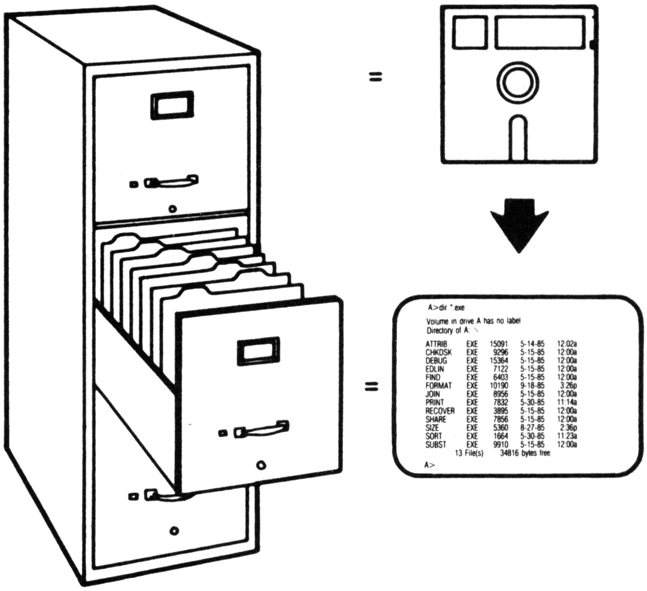
WHAT IS A FILE?

A *file* is a collection of related information. All programs, text, and data are stored on a floppy or fixed disk as files.

You can think of a disk as a filing cabinet. Just as file folders in a filing cabinet might contain business letters and memos, files on a disk can also contain business letters and memos.



```
A>dir *.exe

Volume in drive A has no label
Directory of A:\

ATTRIB   EXE   15091   5-14-85   12:02a
CHKDSK   EXE    9296   5-15-85   12:00a
DEBUG    EXE   15364   5-15-85   12:00a
EDLIN    EXE    7122   5-15-85   12:00a
FIND     EXE    6403   5-15-85   12:00a
FORMAT   EXE   10190   9-18-85    3:26p
JOIN     EXE    8956   5-15-85   12:00a
PRINT    EXE    7832   5-30-85   11:14a
RECOVER  EXE    3895   5-15-85   12:00a
SHARE    EXE    7856   5-15-85   12:00a
SIZE     EXE    5360   8-27-85    2:36p
SORT     EXE    1664   5-30-85   11:23a
SUBST    EXE    9910   5-15-85   12:00a
        13 File(s)     34816 bytes free

A>
```

Figure 3-1 The Filing System

Filenames

Each file on a disk has a unique name that you use when you want MS-DOS to refer to it. The name may have two parts: a *filename* and a *filename extension.*

When you create a file and give it a filename you can type the filename in either upper or lower case. The computer will automatically store it in upper case. A filename is from 1 to 8 characters long. You can use both numbers and letters in filenames as well as the following characters:

$ # & @ ! % ( ) - _ { } ' ~

Note: Do not insert a space between characters in a filename.

Filename Extensions

You can type a filename extension in either upper or lower case. A filename extension is optional and can be from 1 to 3 characters long. A filename and a filename extension are separated with a period. The valid characters for an extension are the same as for a filename. Extensions help indicate the nature of a file so it's a good idea to use them. For example, you may want to name all your pig files with a filename extension of .PIG. An example of a filename with an extension is:

FOODLIST.PIG

where FOODLIST is the filename and .PIG is the filename extension.

If a file has a filename extension, always include the extension when referring to that file.

A good filename and filename extension tell you what's in the file. For example, if you are creating a file with information about this year's travel expenses, you might name it TRAVEL.86.

Reserved Filenames

There are a few names that MS-DOS reserves for its own use and these cannot be used as filenames. They are called *reserved filenames* and are listed below:

AUX
COM1
COM2
CON
LPT1
LPT2
LPT3
LST
NUL
PRN

For more information on reserved filenames, see Chapter 1 in the *MS-DOS Reference Manual.*

Drive Names

When you want MS-DOS to read or write a file, you need to tell MS-DOS which disk to refer to. In a dual floppy-drive system a file could be on the disk in Drive A or on the disk in Drive B. In a fixed-disk system a file could be on Drive C or on Drive A.

Giving MS-DOS a *drive name* tells it where to find or where to put a file. MS-DOS looks on the disk that's in the drive that you've named. A drive name consists of a drive letter and a colon (:). For example, at the A> prompt you might type:

b:foodlist.pig

B: is the drive name; it tells MS-DOS to look on the disk in Drive B to find the file named FOODLIST.PIG.

If you don't indicate a drive name, MS-DOS will look on the current, or the *default drive*, for a file. Chapter 4 explains more about the default drive.

Note: Drive names are not stored as a permanent part of a filename.

DIFFERENT TYPES OF FILES

There are many different types of files. There are text files that store documents produced with an editor or word processing program. There are data files that simply store information. There are program files consisting of instructions that tell the computer what to do.

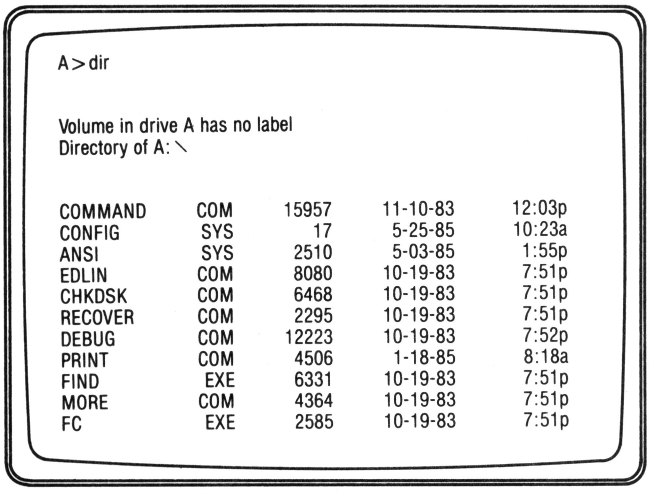
You can usually tell a file's type by its filename extension. The following are some common extensions.

Extension	File Type
.BAK	backup file
.BAS	program file written in BASIC
.COM	program file written in binary code
.DB	database file
.DOC	document file
.EXE	program file
.TXT	text file

Table 3-1 Common Filename Extensions and Their Meanings

WHAT IS A DIRECTORY?

A *directory* is a list of files on a disk. If you want to know what files are on a disk, you use the DIR command. Typing this command tells MS-DOS to display the names of all the files in the directory of the specified disk. For more information on the DIR command, see Chapter 6, Finding Out What's on a Disk.



```
A>dir


Volume in drive A has no label
Directory of A:\


COMMAND     COM     15957    11-10-83    12:03p
CONFIG      SYS        17     5-25-85    10:23a
ANSI        SYS      2510     5-03-85     1:55p
EDLIN       COM      8080    10-19-83     7:51p
CHKDSK      COM      6468    10-19-83     7:51p
RECOVER     COM      2295    10-19-83     7:51p
DEBUG       COM     12223    10-19-83     7:52p
PRINT       COM      4506     1-18-85     8:18a
FIND        EXE      6331    10-19-83     7:51p
MORE        COM      4364    10-19-83     7:51p
FC          EXE      2585    10-19-83     7:51p
```

Figure 3-2 A Sample Disk Directory

SUMMARY

All programs, text, and data on a disk are stored as files. Each file has a unique name. You refer to files by their filenames and filename extensions. You can also indicate the drive on which a file can be found. The names of files on a disk are kept in a directory.

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GETTING STARTED

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In this chapter you learn about:

- Booting the computer system.
- Making a working copy of your MS-DOS disk.
- Resetting the system.
- Turning off the computer.

BOOTING THE SYSTEM AND LOADING MS-DOS

Every time you start the computer you need to load an operating system into its memory so that the computer can understand and carry out your instructions. The following directions tell you how to *boot*, or start, the system with MS-DOS.

To boot the system:

1. Remove the MS-DOS disk from its paper sleeve.
2. Open the door of Drive A.
3. Hold the disk by the label and slide it into Drive A, label side up. Do not force or bend the disk.
4. Close the drive door carefully.

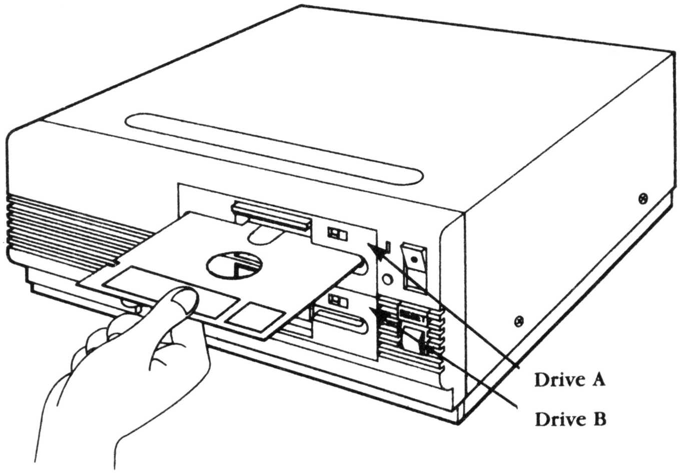


Figure 4-1 Putting a Disk into the Disk Drive

5. Turn on the monitor, then turn on the computer.
   The light on the disk drive glows and you hear some whirring noises as the disk drive reads the disk.

6. You see the message:

   ```
   Current date is Fri 4-29-2039
   Enter new date(mm-dd-yy):
   ```

   Type the date in the format that you see. You can use a hyphen (-), a slash (/), or a period (.) to separate the three parts of the date.
   Examples:

   6-12-86
   6/12/86
   6.12.1986

   Note: If you make a mistake when you are typing, simply backspace over the mistake and retype. As you press the **BACKSPACE** key, you will notice that the characters to the left of the cursor disappear.

7. Press the **RETURN** key.

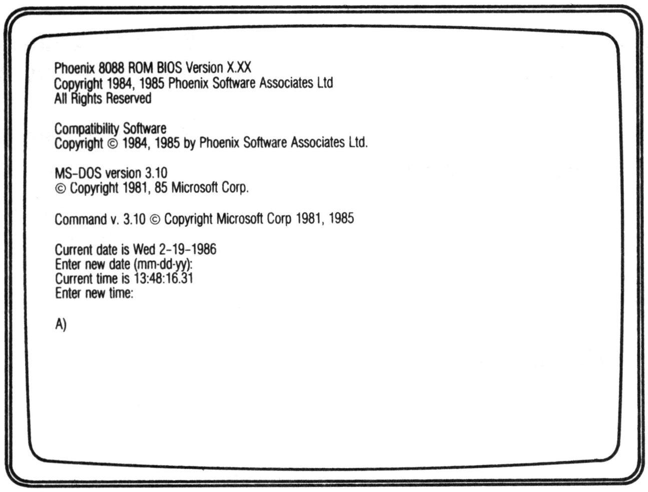
8. You see the message:

   ```
   Current time is 11:11:11.11
   Enter new time:
   ```

   Type the time in the format you see. You need to type only the hour and the minutes. Seconds and hundredths of seconds are optional.

9. Press the **RETURN** key.
   The system is now booted -- the computer is on and MS-DOS has been loaded into the computer's memory.

Now your screen should look like this:



```
Phoenix 8088 ROM BIOS Version X.XX
Copyright 1984, 1985 Phoenix Software Associates Ltd
All Rights Reserved

Compatibility Software
Copyright © 1984, 1985 by Phoenix Software Associates Ltd.

MS-DOS version 3.10
© Copyright 1981, 85 Microsoft Corp.

Command v. 3.10 © Copyright Microsoft Corp 1981, 1985

Current date is Wed 2-19-1986
Enter new date (mm-dd-yy):
Current time is 13:48:16.31
Enter new time:

A)
```

Figure 4-2 The MS-DOS Screen

The blinking dash on the screen is the *cursor*. The cursor is a pointer; it marks your place. In MS-DOS, each character that you type appears at the cursor location. See Chapter 5 for more information about the cursor.

MAKING A WORKING COPY OF MS-DOS

This section shows you how to make a *working*, or backup, copy of the MS-DOS disk. Use the working copy to load and run MS-DOS. If this working copy of MS-DOS is ever damaged or worn, you'll have the original MS-DOS disk to recopy.

Follow the procedure above to boot the system. Then choose the country and keyboard codes that you need from the table below. The country code sets time and date formats as well as decimal and currency formats. The keyboard code tells MS-DOS what type of keyboard you're using.

Country	Country Code	Keyboard Code
United States	001	us
France	033	fr
Spain	034	sp
Italy	039	it
United Kingdom	044	uk
Germany	049	gr

Table 4-1 Country and Keyboard Codes

Next you use the SELECT command to tell MS-DOS what country and keyboard codes you want to use. In so doing, you create a working copy of MS-DOS.

Follow the instructions below if you have a dual floppy-drive system. If you have a fixed-disk system, see Chapter 8.

You need:

- The MS-DOS disk.
- A blank floppy disk that you have labeled " MS-DOS Working Copy."

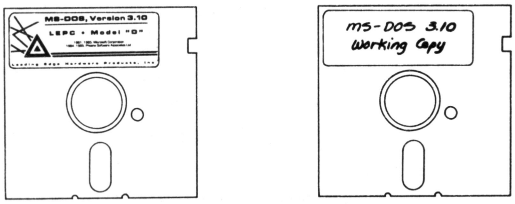


Figure 4-3 Making a Working Copy of MS-DOS -- What You Need

To make a working copy of MS-DOS:

1. At the A> prompt, type **select** followed by the country and keyboard codes that you selected. Examples:

   Type: **select 001 us**
   for U.S. formats and a U.S. keyboard.

   or

   Type: **select 033 fr**
   for French formats and a French keyboard.

   or

   Type: **select 034 sp**
   for Spanish formats and a Spanish keyboard.

   or

   Type: **select 039 it**
   for Italian formats and an Italian keyboard.

   or

   Type: **select 044 uk**
   for U.K. formats and a U.K. keyboard.

   or

   Type: **select 049 gr**
   for German formats and a German keyboard.

2. Press the **RETURN** key.
   You see the message:

   ```
   Insert SOURCE diskette in drive A:
   Insert TARGET diskette in drive B:
   Press any key when ready...
   ```

   The " source diskette" is the MS-DOS disk. It should already be in Drive A.

3. The " target diskette" is the blank disk that you've labeled " MS-DOS Working Copy." Insert it in Drive B and close the door.

4. Press any key.
   You see the message:

```
Copying 40 tracks
9 Sectors/Track, 2 Sides

Formatting while copying

Copy another diskette (Y/N)?
```

5. Type: **n** (for NO)
   You see the message:

```
Insert FIRST diskette in drive A:
Insert SECOND diskette in drive B:
Strike any key when ready
```

   You've already inserted the disks you need.

6. Press any key.
   You see the message:

```
Comparing 40 tracks
9 Sectors/Track, 2 Sides

Diskettes compare ok
Compare another diskette (Y/N)?
```

7. Type: **n**

8. Switch the disks. Put the MS-DOS Working Copy in Drive A and the MS-DOS Master disk in Drive B.

9. At the A> prompt, type: **copy a:config.sys + b:config.sys**

10. Press the **RETURN** key.

11. Remove both disks from the disk drives. Store the original MS-DOS disk in a safe place. From now on you can use your working copy to load and run MS-DOS.

Note: If you get an error message, it may indicate a defect in your blank disk. Get another blank disk and start again.

THE MS-DOS PROMPT

The A> on the screen is the MS-DOS prompt. When you see the A> prompt you know that MS-DOS has been loaded and the computer is ready for you to give it instructions.

The Default Drive

The letter part of the MS-DOS prompt indicates the *default drive*. The default drive is the active drive, that is, the drive where MS-DOS automatically looks for any filenames that you type. The A> prompt tells you that the default drive is Drive A.

If you have a fixed-disk system, you can boot from either Drive A or Drive C. For more information, see Chapter 8.

Changing the Default Drive

You can change the default drive. For instance, if you will be working with the files on Drive B, it will be easier to work directly from Drive B.

Let's assume that you have a dual floppy-drive system. Your MS-DOS disk is in Drive A. You've inserted a program disk in Drive B.

When the MS-DOS prompt is A>, MS-DOS searches only the disk in Drive A for files and programs unless you indicate otherwise. For example, to run a program named COUNT that is stored on the disk in Drive B, you type **b:count**.

However, if you'll be working primarily with files on Drive B, it may be easier to change the default drive to B, so that you won't have to type **b:** with every command.

To change the default drive from Drive A to Drive B, you type:

```
b:
```

When you press the **RETURN** key, the B> prompt appears. MS-DOS searches only the disk in Drive B until you specify a different default drive.

Note: When you reboot the computer, the default drive on a dual floppy-drive system is automatically set to Drive A.

RESTARTING THE COMPUTER

Sometimes you'll need to reboot, or restart, the computer. You can always turn the computer off and then on again, but this isn't the best way to go about it. Every time you turn on the computer a surge of electricity is sent through the system. This can wear out parts of the computer. To prevent unnecessary wear it's better to *reset the system* while it's on, sometimes called a *warm boot*. There are two ways to reset the system.

The RESET Button

The simplest way to reboot, or reset, the computer is to press the RESET button.

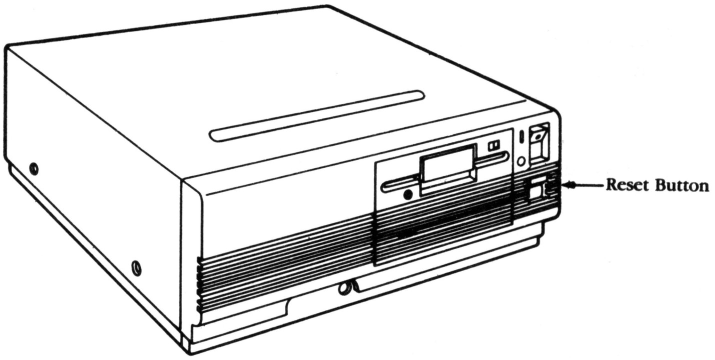


Figure 4-4 The RESET Button

CONTROL-ALT-DELETE

Another way to reboot is to hold down the **CTRL** and the **ALT** keys while you press the **DEL** key.

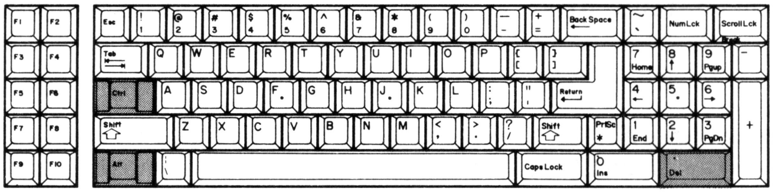


Figure 4-5 The **CTRL**, **ALT**, and **DEL** Keys

HOW TO QUIT

Follow these easy steps when you want to turn off the system.

1. Be sure the lights on the disk drives are off and that you see the MS-DOS prompt on the screen. This indicates that your last command has finished processing.

2. Take out any floppy disks that are in the drives. Make sure you put these disks back in their protective paper sleeves and store them in a safe place.

3. Turn off the computer, and then turn off the monitor.

SUMMARY

The first time you boot the system and load MS-DOS you select country and keyboard codes to make a working, or backup, copy of MS-DOS. Use the working copy of MS-DOS and store the original in a safe place.

The computer is ready when you see the MS-DOS prompt. The MS-DOS prompt tells you what the default drive is. You can change the default drive if you want to.

Whenever you want to turn off the computer, first remove any disks in the drives. Turn off the computer, and then turn off the monitor.

CHAPTER 5
GETTING AROUND IN MS-DOS

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In addition to the usual typewriter keys, the computer keyboard has some keys that have been assigned special functions. The following describes how those keys work with MS-DOS.

1 AND O

A computer distinguishes between a one and a lowercase L. Make sure you don't type a lowercase L when you mean a one.

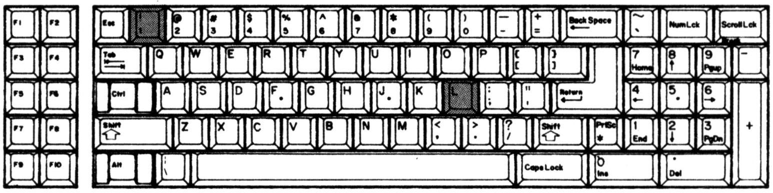

Figure 5-1 The L and **One** Keys

Capital O and zero may look alike, but they mean different things to a computer. Make sure you type the correct letter or number when you give commands to MS-DOS.

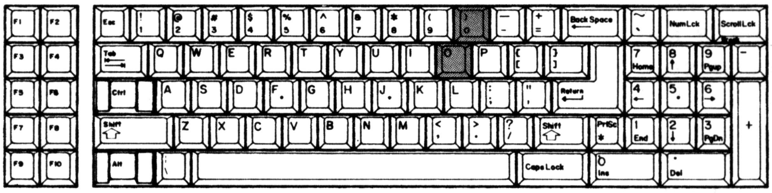

Figure 5-2 The O and **Zero** Keys

THE CURSOR -- MOVING THE CURSOR

The cursor is a pointer. With each character you type, the cursor moves ahead one space, marking your place on the screen.

The SPACE BAR Key

The **SPACE BAR** key moves the cursor to the right and it also enters spaces in a line.

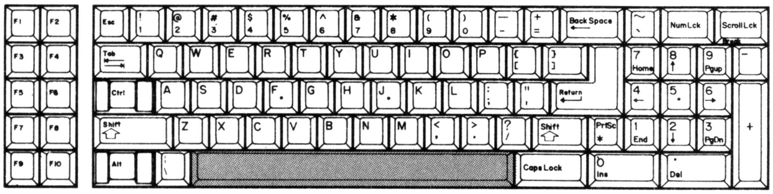

Figure 5-3 The SPACE BAR Key

The ARROW Keys

The ARROW keys move the cursor right, left, up, and down on your screen, one place at a time. These keys are activated by certain applications, such as word processing and editing programs. They don't work as cursor movement keys while you're in MS-DOS.

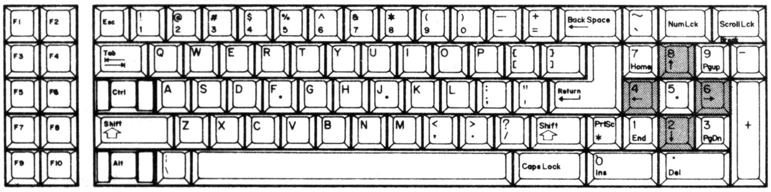

Figure 5-4 The ARROW Keys

CHANGING WHAT YOU TYPE

If you make a mistake typing a command, you can correct it in one of two ways.

The BACKSPACE Key

When you press the **BACKSPACE** key the cursor moves to the left, erasing one character at a time. You can then retype the command.

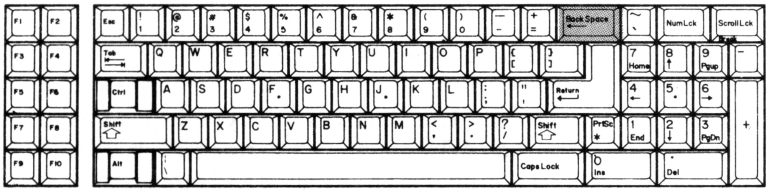

Figure 5-5 The **BACKSPACE** Key

The LEFT ARROW Key

The **LEFT ARROW** key works in the same way as the **BACKSPACE** key. When you press the **LEFT ARROW** key the cursor moves to the left, erasing one character at a time. You can then retype the command.

Typing Uppercase Only

A computer keyboard operates much like a typewriter -- everything you type appears in lowercase unless you press the **SHIFT** key. If you want everything that you type to appear in uppercase, press the **CAPS LOCK** key. When you want to discontinue uppercase, press the **CAPS LOCK** key again.

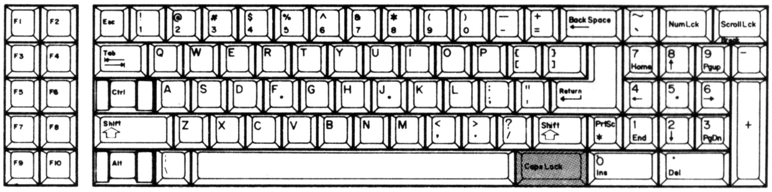

Figure 5-6 The **CAPS LOCK** Key

THE NUMERIC KEYPAD

You can type numbers with two different sets of keys on the keyboard of the Leading Edge Model D:

- The line of number keys across the top of the keyboard.
- The numeric keypad on the right side of the keyboard.

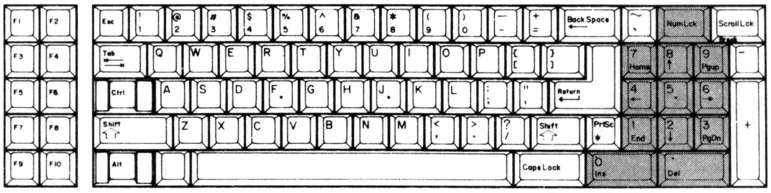

Figure 5-7 The Numeric Keypad and the **NUM LCK** Key

In many applications, the keys on the numeric keypad perform various functions, such as moving the cursor around. However, by pressing **NUM LCK**, you can lock the keypad so that only numbers and math symbols appear when you press these keys. When you want to unlock the keypad, press the **NUM LCK** key again.

CONTROL, ALT, and SHIFT

There are three keys -- **CTRL**, **ALT**, and **SHIFT** -- that are always used in combination with other keys. If you press any one of these keys by itself, nothing happens. Used in combination with other keys, however, they allow most keys to perform several functions.

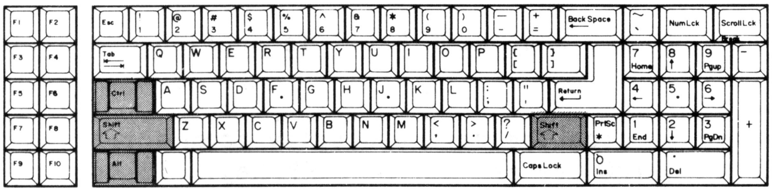

Figure 5-8 The **CTRL**, **ALT**, and **SHIFT** Keys

Note: Whenever you are instructed to press a key in combination with another key, hold down the first key while you press the second key. Example:

Press the **CTRL** and **PRTSC** keys.

Printing What's on the Screen

You may want a printed copy of the information displayed on the screen. If you have a printer turned on and connected to the computer, you can get a copy of the screen display by pressing the **SHIFT** key and the **PRTSC** key. Whatever is on the screen at the time is printed.

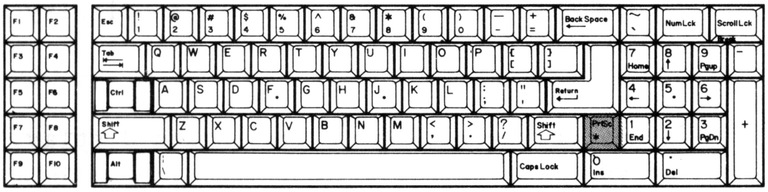

Figure 5-9 The **PRTSC** Key

Echo Printing

Echo printing is a way of continuously printing what you've just typed or anything that appears on the screen. It prints as you go. To start echo printing, press the **CTRL** key and the **PRTSC** key. To discontinue echo printing, press **CTRL PRTSC** again.

To Stop Scrolling

Some MS-DOS commands (such as DIR and TYPE) cause the screen to fill up rapidly with text. As the screen fills up, new information appears at the bottom, pushing up what's at the top and causing it to disappear from view. This is called *scrolling*.

There are two ways to interrupt scrolling and freeze the screen display:

- Press the **CTRL** key and the **S** key. To continue scrolling, press any key.
- Another way to stop the screen display from scrolling off the screen is to press the **CTRL** key and the **NUM LCK** key. To continue scrolling, press any key.

Control Key Combinations

The following list shows some **CTRL** key combinations that you may find useful.

CTRL PRTSC	Turns echo printing on and off.
CTRL P	Turns echo printing on and off.
CTRL N	Turns echo printing on and off.
CTRL S	Stops the scrolling of the screen display. Press any key to continue.
CTRL NUM LCK	Stops the scrolling of the screen display. Press any key to continue.
CTRL BREAK	Cancels the current operation.
CTRL C	Cancels the current operation.
CTRL H	Removes the last character from the line that you've typed.

MS-DOS EDITING AND FUNCTION KEYS

Whenever you type a command or a filename and press the **RETURN** key, what you've typed is automatically sent to the computer for execution. At the same time, a copy of it is sent to a *buffer*, or temporary storage area. Every time you type a new item and press **RETURN**, it takes the place of the old entry in the buffer. If you want to recall or modify the item currently in the buffer, you can use the MS-DOS editing keys. See Table 5-1 below.

Key	Editing Function
F1	Copies one character at a time from the buffer to the screen.
RIGHT ARROW	Copies one character at a time from the buffer to the screen.
F2	Copies characters up to a specified character.
F3	Copies all the characters in the buffer to the screen.
F4	Skips over (does not copy) the characters in the buffer up to the character specified.
F5	Allows you to edit a line before you press RETURN.
F6	Types an end-of-file character (Z). See the MS-DOS 3.1 Reference Manual for more information on the end-of-file character.
DEL	Skips over (does not copy) a character in the buffer.
INS	Allows you to insert characters in the buffer.
ESC	Erases what you've just typed but leaves the contents of the buffer intact. You can start over again.

Table 5-1 Editing Keys and Their Functions

Examples. If you type **dir select.com**, the screen looks like this:

```
A>dir select.com
```

When you press the **RETURN** key, MS-DOS displays information about the file SELECT.COM on the screen. It also saves the instruction that you typed, **dir select.com,** in the buffer.

If you press the **F3** key, the instruction is again displayed on the screen:

```
A>dir select.com
```

If you press the **ESC** key, the buffer is unchanged, but the backslash character (\) indicates you can start typing over again:

```
A>dir select.com\
```

If you press the **F2** key and type **m,** all characters from the buffer, up to but not including **m,** are copied onto the screen:

```
A>dir select.co
```

You can experiment with all the editing keys to see how they work.

SUMMARY

There are many ways to edit anything you type in MS-DOS. The **BACKSPACE** and **LEFT ARROW** keys can be used to erase characters that you've typed. The **ESC** key allows you to start a line over again. The editing keys provide you with several short-cuts to use.

The **CTRL**, **ALT**, and **SHIFT** keys are used in combination with other keys to perform special functions, such as printing what's on the screen, stopping a screen display, etc.

CHAPTER 6
MS-DOS COMMANDS

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This chapter describes some common MS-DOS commands and how to use them.

WHAT IS A COMMAND?

Commands are actually small programs that you use to communicate with MS-DOS. By typing MS-DOS commands, you can tell the computer to perform useful tasks. There are commands that:

- Compare, copy, display, delete, and rename files.
- Format and copy disks.
- Set various printer and screen options.
- Run programs that are supplied with MS-DOS.

The following commands are discussed in this chapter:

COPY	Copies files.
DEL	Deletes files.
DIR	Displays the contents of a disk.
FORMAT	Formats a disk.
LABEL	Labels a disk.
PRINT	Prints a file on the printer.
REN	Gives a file a new name.
TYPE	Displays a file on the screen.

To learn how to create files, see Chapter 9 in this guide.

Internal vs. External Commands

Internal commands are the simplest, most commonly used commands. These commands are not listed when you ask for a directory listing on the MS-DOS disk; they are part of a large file named COMMAND.COM. When you type internal commands, they execute immediately.

Internal commands are stored in the computer's memory whenever you load MS-DOS. Even when you remove the MS-DOS disk from the active drive, the MS-DOS internal commands remain in memory and are still available to you.

These are the MS-DOS internal commands:

BREAK
CHDIR
CLS
COPY
CTTY
DATE
DEL
DIR
ECHO
EXIT
FOR
GOTO
IF
MKDIR
PATH
PAUSE
PROMPT
REM
REN
RMDIR
SET
SHIFT
TIME
TYPE
VER
VERIFY
VOL

An *external* command must be read from the MS-DOS disk before it can be executed. MS-DOS looks on the active disk drive for the external command you've typed. Any MS-DOS file with a filename extension of .COM or .EXE is an external command and is loaded into the computer's memory only when you ask for it.

These are the MS-DOS external commands:

ASSIGN
ATTRIB
BACKUP
CHKDSK
CHMOD
COLOR
COMMAND
COMP
DISKCOMP
DISKCOPY
EXE2BIN
FDISK
FIND
FORMAT
GRAFTABL
GRAPHICS
JOIN
KEYBxx
LABEL
LINK
MODE
MONO
MORE
PRINT
RECOVER
RESTORE
SELECT
SHARE
SIZE
SORT
SUBST
SYS
TREE
VDISK
XASSIGN
XTREE

Entering a Command

Once you've typed a command, press the **RETURN** key to send the command to the computer for processing.

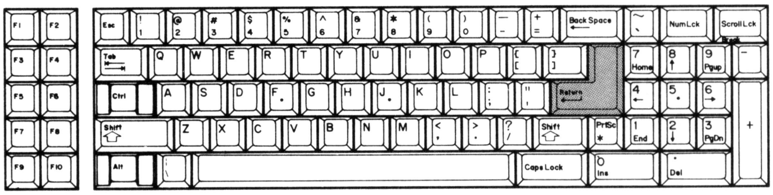
F1 F2 Esc ! 1 @ 2 # 3 $ 4 % 5 ^ 6 & 7 * 8 (9) 0 _ - + = Back Space ~ ` NumLck ScrollLck Break
F3 F4 Tab Q W E R T Y U I O P { [}] 7 Home 8 ↑ 9 PgUp -
F5 F6 Ctrl A S D F G H J K L : ; " ' Return 4 ← 5 6 →
F7 F8 Shift Z X C V B N M < , > . ? / Shift PrtSc * 1 End 2 ↓ 3 PgDn +
F9 F10 Alt | \ Caps Lock 0 Ins . Del

Figure 6-1 The **RETURN** Key

Note: At times MS-DOS prompts you to press the **ENTER** key. The keynames **ENTER** and **RETURN** refer to the same key. Whenever you see a message that asks you to press **ENTER**, press the **RETURN** key.

Stopping a Command

Once you've typed a command and pressed the **RETURN** key, the computer starts to execute the command. If you decide that you don't want to carry out the command, you can stop it as follows:

Press the **CTRL** key and the **BREAK** key.

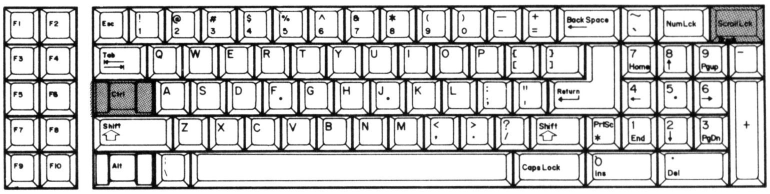
F1 F2 Esc ! 1 @ 2 # 3 $ 4 % 5 ^ 6 & 7 * 8 (9) 0 _ - + = Back Space ~ ` NumLck ScrollLck Break
F3 F4 Tab Q W E R T Y U I O P { [}] 7 Home 8 ↑ 9 PgUp -
F5 F6 Ctrl A S D F G H J K L : ; " ' Return 4 ← 5 6 →
F7 F8 Shift Z X C V B N M < , > . ? / Shift PrtSc * 1 End 2 ↓ 3 PgDn +
F9 F10 Alt | \ Caps Lock 0 Ins . Del

Figure 6-2 The **CTRL** and **BREAK** Keys

Note: Another way to stop the current operation is to press **CTRL C**.

FINDING OUT WHAT'S ON A DISK -- THE DIR COMMAND

You can call for a list of the contents of a disk by typing the DIR (Directory) command. DIR is an internal command. Therefore, if MS-DOS is already loaded in the computer's memory, you don't need the MS-DOS disk.

If you type DIR without specifying a drive, MS-DOS lists the directory of the disk in the default drive.

1. Type: **dir**

2. Press the **RETURN** key.
   The contents of the disk in the default drive are displayed. If necessary, stop the scrolling of the screen display by pressing **CTRL S** or **CTRL NUM LCK.**

If you type DIR followed by a drive letter, MS-DOS lists the directory of the disk in the specified drive:

1. Type: **dir b:**

2. Press the **RETURN** key.
   The contents of the disk in Drive B are displayed.

FORMATTING A DISK -- THE FORMAT COMMAND

Before a blank disk can be used by MS-DOS, it must be formatted. The FORMAT command checks the disk for defective areas and builds directories for MS-DOS to use for your files.

You need:

- A working copy of MS-DOS. (FORMAT is an external command.)

- A blank disk.

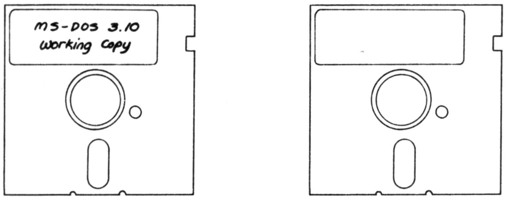

Figure 6-3 Formatting a Disk -- What You Need

WARNING

The FORMAT command destroys any information that is on a disk. Before you format a disk, use DIR to see what's on it. That way you won't lose any needed files.

To format a disk in Drive B:

1. Make sure the system is booted and the A> prompt is on the screen.
2. Insert the working copy of MS-DOS in Drive A and close the door.
3. Type: **format b:**
4. Press the **RETURN** key.
   You see the message:

```
Insert new diskette for drive B:
and strike ENTER when ready
```

5. Insert the blank disk in Drive B and close the door.
6. Press the **RETURN** key to start the formatting process.
   When the process is complete, you see the message:

```
Formatting...Format complete

   xxxxxx bytes total disk space
   xxxxxx bytes available on disk

Format another (Y/N)?
```

7. To stop formatting, type: **n** (for NO)
   or
   To format another disk, type: **y** (for YES)
8. Press the **RETURN** key.
9. Remove the disk from Drive B, and date and label it with a felt-tip pen.

Making a Bootable Disk

A bootable disk is one that will start the system and load MS-DOS. To create a bootable disk, you need to format a blank disk and copy onto it three special MS-DOS files. They are:

IO.SYS
MSDOS.SYS
COMMAND.COM

These are known as the MS-DOS system files. IO.SYS and MSDOS.SYS are *hidden files*, they don't show up in a directory listing.

To format a disk so that it's bootable, follow the procedure above. When you get to step 3, type:

format b:/s

LABELING A DISK

You can affix a paper label to the outside of a disk to indicate its contents. You can also have MS-DOS assign a name or volume label to a disk by using the LABEL command. From then on, whenever you look at the directory of a disk, its volume label is displayed.

You need:

- A working copy of MS-DOS. (LABEL is an external command.)
- The disk you want to label.

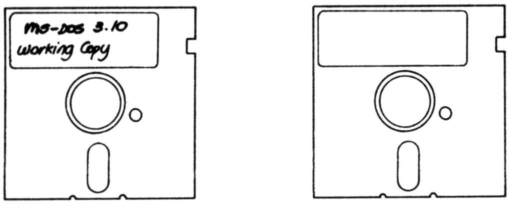

Figure 6-4 Labeling a Disk -- What You Need

To name a disk:

1. Make sure the system is booted and the A> prompt is on the screen.
2. Insert the working copy of MS-DOS in Drive A and close the door.
3. Insert the disk you want to label in Drive B and close the door.
4. Type: **label b:**
5. Press the **RETURN** key.
   You see the message:

   ```
   Volume label (11 characters, ENTER for none)?
   ```

6. Type the name you want to give the disk in Drive B.
   The name can't have more than 11 characters. It can have the same characters that are valid for a filename, and spaces are allowed as well.
7. Press the **RETURN** key.
   The disk is now labeled. If you want to see its label, type **dir b:** and press the **RETURN** key.

You can always delete or change the volume label of a disk. For more information, see the discussion of the LABEL command in the *MS-DOS Reference Manual.*

Note: You can also give a disk a volume label when you format it. See the FORMAT command in the *MS-DOS Reference Manual*.

COPYING FILES -- THE COPY COMMAND

You can use the COPY command to copy one or more files, either onto the same disk or onto another disk. COPY is useful when you want to make backup copies of your files.

If MS-DOS is already loaded in the computer's memory, you don't need the MS-DOS disk. COPY is an internal command.

Note: Remember to use a drive name, a filename, and a filename extension whenever you refer to a file.

For example, to copy a file, RAT.TXT, from the disk in Drive A to the disk in Drive B, you type:

```
copy a:rat.txt b:rat.txt
```

This translates as:

copy	Make a copy of...
a:rat.txt	...a file on Drive A called RAT.TXT.
b:rat.txt	Put it on the disk in Drive B (the target drive) and call it RAT.TXT.

Be sure to put a space between the command and the filenames. When you press the **RETURN** key, the file is copied.

In the example above, if Drive A is the default drive (A> is the prompt), you don't need to type **a:** before the first filename. Also, the copy will automatically have the name of the original file if you don't specify a new name.

For example, the commands:

```
copy a:rat.txt b:rat.txt

copy rat.txt b:rat.txt

copy rat.txt b:
```

will all accomplish the same thing.

WARNING

Be careful. COPY replaces an existing file with a new one if the filenames are the same. Make sure there is no file in Drive B with the same name as the file you are copying. Or, if there is, be sure it is one you want to replace.

Let's say you want to:

- Make a copy of a file called MISC.TXT on the disk in Drive A.
- Put the copy on the same disk as the original.
- Give the copy a different name -- STUFF.TXT.

To make a copy of a file and give it a new name:

1. Make sure the system is booted and the A> prompt is on the screen.
2. Insert the disk with the file named MISC.TXT in Drive A.
3. Type: **copy misc.txt stuff.txt**
4. Press the **RETURN** key.

You now have a file on the disk named MISC.TXT and a copy of it. The copy has a new name, STUFF.TXT.

Note: If you make a copy of a file on the same disk, you can't give it the same name as the original.

Verifying a File Copy

It's possible that the disk you are copying files onto may have become defective since the last time it was used. This could result in a file being copied incorrectly onto the disk. There is a way to verify that the file copy you've just made is correct.

To copy a file and verify the copy:

1. Make sure the system is booted and the A> prompt is on the screen.
2. Type: **copy *filename.ext* b:/v**
   Substitute the name of the file that you want to copy for *filename.ext*
3. Press the **RETURN** key.
   The file that you named is copied from the disk in Drive A to the disk in Drive B. /V verifies that the copy is correct.

Another way to verify two copies of a file is by using the COMP command. For further information, see the discussion of the COMP command in the *MS-DOS Reference Manual*.

You should make it a habit to verify any copy you make. This is the best way to protect your files.

.

You can use the COPY command with the * wildcard character to make a copy of all the files on a disk. *.* stands for any combination of characters in a filename and its filename extension. For example, if you type:

```
copy a:*.* b:
```

all of the files on the disk in Drive A are copied onto the disk in Drive B.

Before you use COPY *.* to copy the contents of an entire disk, make sure you have a target disk that:

- Is formatted.
- Has enough free space on it to hold all the files from the source disk.

For more information on using wildcards, see the *MS-DOS Reference Manual*.

DELETING FILES -- THE DEL COMMAND

When you want to erase a file from a disk, use the DEL command. If MS-DOS is already loaded in the computer's memory, you don't need the MS-DOS disk. DEL is an internal command.

For example, to delete a file named STUFF.TXT on the disk in Drive B, you type:

```
del b:stuff.txt
```

This translates as:

del	Delete...
b:stuff.txt	...a file on Drive B named STUFF.TXT.

When you press the **RETURN** key, the file is deleted.

To delete a file on a disk in Drive A:

1. Make sure the system is booted and the A> prompt is displayed.
2. Insert the disk with the file you want to delete in Drive A.

3. Type: **del *filename.ext***
   Follow the DEL command with the name of the file that you want to delete.

4. Press the **RETURN** key.
   The file is deleted from the disk in Drive A.

Note: Be careful using the DEL command. Once a file has been deleted, it is gone forever.

The DEL command does not work if you type DELETE. However, you can type ERASE instead of DEL.

.

You can delete all the files on a disk with the * wildcard. *.* stands for any combination of characters in a filename and its filename extension. If you type **DEL *.***, the following message is displayed:

```
Are you sure (Y/N)?
```

Type Y (for YES) to delete every file. Type N (for NO) to save all your files from being erased.

WARNING

You cannot recover a file that's been deleted. DEL *.* erases the contents of an entire disk. Don't use it unless you are absolutely sure you don't need the information on the disk.

For more information on using wildcards, see the *MS-DOS Reference Manual.*

DISPLAYING FILES -- THE TYPE COMMAND

The TYPE command displays files on the screen. If MS-DOS is already loaded in the computer's memory, you don't need the MS-DOS disk. TYPE is an internal command.

For example, suppose you have a file named BOATS.TXT on the disk in Drive B and want to see what it looks like. To display the file BOATS.TXT on the screen, you type:

type b:boats.txt

This translates as:

type	Display...
b:boats.txt	...a file on Drive B called BOATS.TXT.

When you press the **RETURN** key, the file is displayed on the screen.

To display a file on the screen from a disk in Drive A:

1. Make sure the system is booted and the A> prompt is on the screen.

2. Insert the disk with the file you want to display in Drive A.

3. Type: **type *filename.ext***
   Follow the TYPE command with the name of the file that you want to display.

4. Press the **RETURN** key.
   The file is displayed on the screen.

Note: If the file is too long to fit on one screen, it will scroll to the end. You can press **CTRL S** or **CTRL NUM LCK** to stop the scrolling. The file will resume scrolling when you press any key.

If you try to display a file that isn't a simple text file, such as a file with an extension of .COM or .EXE, you will see only odd symbols on the screen.

PRINTING FILES -- THE PRINT COMMAND

MS-DOS allows you to print files on a printer. For example, suppose you've created a file of names and phone numbers, and you want to print the file to keep near your phone. To print the file FRIENDS.ME, you type:

```
print b:friends.me
```

This translates as:

print	Print...
b:friends.me	...a file on Drive B called FRIENDS.ME.

When you press the **RETURN** key, the file is printed.

You need:

- A working copy of MS-DOS. (PRINT is an external command.)

- The disk that contains the file you want to print.

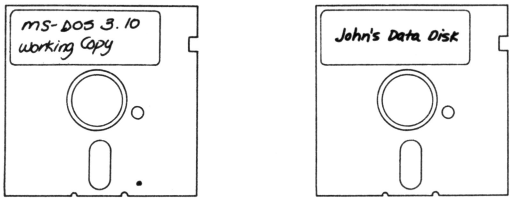

Figure 6-5 Printing a File -- What You Need

To print a file:

1. Make sure the system is booted and the A> prompt is on the screen.
2. Insert the working copy of MS-DOS in Drive A and close the door.
3. Insert the disk that contains the file you want to print in Drive B.
4. Type: **print b:*filename.ext***
   Follow the PRINT command with the drive and name of the file that you want to print.
5. Press the **RETURN** key.

Note: If you see the message `Name of list device [PRN]:` press the **RETURN** key again.

6. You see the message:

```
b:\ filename.ext is currently being printed
```

You can give other commands to MS-DOS when a file is being printed. You can even run other programs or create and modify files (other than the one being printed). However, printing demands a lot of the computer's resources, and your other tasks may take longer if you try to do them while you are printing.

RENAMING FILES -- THE RENAME COMMAND

You may want to change the name of a file. The RENAME command lets you change a file's name -- its filename, extension, or both. If MS-DOS is already loaded in the computer's memory, you don't need the MS-DOS disk. RENAME is an internal command.

For example, suppose you have a file named STORY.DOC on a disk. When you add other stories to the disk, you may want to change the name of the first one to be more specific. To change the name of STORY.DOC to FABLE.DOC, you type:

rename story.doc fable.doc

This translates as:

rename	Change the name...
story.doc	...of the file on the default drive called STORY.DOC
fable.doc	...to FABLE.DOC.

When you press the **RETURN** key, the filename is changed.

The RENAME command can rename only filenames and filename extensions. It cannot be used to alter the names of drives or anything else.

Note: The RENAME command can be abbreviated REN.

To rename a file:

1. Make sure the system is booted and the A> prompt is on the screen.
2. Insert the disk that contains the file you want to rename in Drive A.
3. Type: **rename *filename.ext newfilename.ext***
   Follow the RENAME command with the current filename and the new name you have chosen. (Make sure you put a space between the two filenames.)
4. Press the **RETURN** key.
   The filename is changed.

SUMMARY

There are two types of commands in MS-DOS: internal and external. Internal commands are loaded in the computer's memory when you boot with the MS-DOS disk, or any other bootable disk. In order to run an external command on a dual floppy-drive system, you need to have the MS-DOS disk in Drive A.

With MS-DOS you can copy files as well as delete, rename, display, and print them. If you need more information on any MS-DOS command, see the *MS-DOS Reference Manual*.

CHAPTER 7
OTHER USEFUL MS-DOS COMMANDS

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Copying a Disk -- The DISKCOPY Command...........................7-3

Comparing Disks -- The DISKCOMP Command..........................7-5

Changing the MS-DOS Prompt -- The PROMPT Command..................7-7

Summary..7-7

The following commands are discussed in this chapter:

CHKDSK	Issues a status report on a disk.
DISKCOMP	Compares the contents of two disks.
DISKCOPY	Copies the contents of a disk.
PROMPT	Changes the MS-DOS prompt.

CHECKING A DISK -- THE CHKDSK COMMAND

You can use the CHKDSK command to check the status of your disks and system. CHKDSK searches the current directory on a drive and produces a report on screen. It provides information about disk space and how it is being used. It also tells you how much memory the system has, and how much is available for program use. It finds errors in the disk directories, if there are any.

You need:

- A working copy of MS-DOS. (CHKDSK is an external command.)
- The disk you want to check.

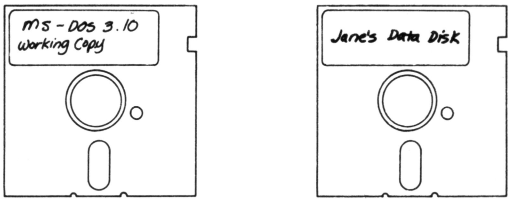

Figure 7-1 Checking a Disk -- What You Need

If you don't follow CHKDSK with a drive name, MS-DOS checks the disk in the default drive. For example, you type:

```
chkdsk
```

When you press the **RETURN** key, a status report on the disk in the default drive is displayed.

To check a disk in Drive B:

1. Make sure the system is booted and the A> prompt is on the screen.

2. Insert the working copy of MS-DOS in Drive A and close the door.

3. Insert the disk you want to check in Drive B and close the door.

4. Type: **chkdsk b:**

5. Press the **RETURN** key.
   The screen displays any error messages for files on the disk, followed by a status report. For example:

```
A> chkdsk b:

362496 bytes total disk space
22528 bytes in 2 hidden files
316416 bytes in 18 user files
23552 bytes available on disk

262144 bytes total memory
237568 bytes free
```

   The status report lists the space (in bytes) that is still available.
   Notice the following:

   o ***Total disk space*** indicates how much space was made available on the disk when you formatted it.

   o ***Hidden files*** are the two hidden system files, IO.SYS and MSDOS.SYS. Two hidden files and COMMAND.COM are needed to make a disk bootable.

   o ***User files*** are the files that are listed when you ask for a directory display with DIR. CHKDSK tells you how many such files there are and how much space they occupy.

   o ***Bytes available on disk*** indicates how much space remains on the disk for storing or copying files.

   o ***Total memory*** indicates how much memory the system has.

   o ***Bytes free*** indicates how much memory space currently remains for program use. It is less than total memory because the hidden files and possibly other programs have already been loaded.

COPYING A DISK -- THE DISKCOPY COMMAND

The DISKCOPY command copies the entire contents of one disk onto another. It's an important command because it allows you to make a backup copy of a disk.

Imagine if you had to retype a 50-page report because the disk it was on became damaged. Backup copies are your safeguard in case your originals become lost or defective.

Note: You can't use DISKCOPY to copy anything to or from a fixed-disk drive.

You need:

- A working copy of MS-DOS. (DISKCOPY is an external command.)
- The disk that you want to copy (the source disk).
- A blank disk or a disk with files you no longer need (the target disk).

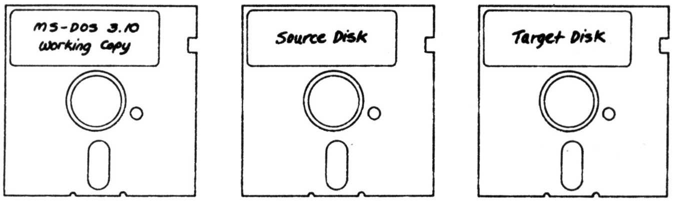

Figure 7-2 Copying a Disk -- What You Need

WARNING

The DISKCOPY command destroys any information that is on the target disk. Make sure that you don't need any existing files on a disk before you copy over it.

To copy the contents of one disk onto another:

1. Make sure the system is booted and the A> prompt is on the screen.
2. Insert the working copy of MS-DOS in Drive A and close the door.
3. Type: **diskcopy a: b:**
4. Press the **RETURN** key.
   You see the message:

   ```
   Insert SOURCE diskette in drive A:
   Insert TARGET diskette in drive B:
   Press any key when ready...
   ```

   The source is the disk that you want to copy. The target is the blank disk.
5. Remove the MS-DOS disk from Drive A.
6. Put the disk you want to copy (the source disk) in Drive A and close the door.
7. Put the blank disk (the target disk) in Drive B and close the door.

8. Press any key.
   You see the message:

```
Copying 40 tracks
9 Sectors/Track, 2 Sides

Copy another diskette (Y/N)?
```

9. To leave DISKCOPY, type: **n** (for NO)
   or
   To make another copy, type: **y** (for YES)

10. At the end of the DISKCOPY procedure, if you see the message:

```
Insert disk with \COMMAND.COM in drive A
and strike any key when ready
```

Insert the working copy of MS-DOS in Drive A and press any key. The A> prompt returns.

COMPARING DISKS -- THE DISKCOMP COMMAND

Using the DISKCOMP command, you can have MS-DOS compare the contents of two disks and verify that they are exactly alike. DISKCOPY doesn't recognize errors in a formatted target disk. The backup copy could be faulty. After you've made a backup of a disk, you should use DISKCOMP to verify that the new copy is identical to the original.

Note: You can't use DISKCOMP to compare anything on a fixed disk.

You need:

- A working copy of MS-DOS. (DISKCOMP is an external command.)
- The original disk that you copied (the source disk).
- The copy that you made with DISKCOPY (the target disk).

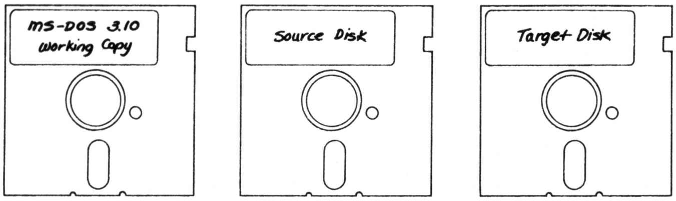

Figure 7-3 Comparing Disks -- What You Need

To compare two disks:

1. Make sure the system is booted and the A> prompt is displayed.
2. Insert the working copy of MS-DOS in Drive A and close the door.
3. Type: **diskcomp a: b:**
4. Press the **RETURN** key.
   You see the message:

   ```
   Insert FIRST diskette in drive A:
   Insert SECOND diskette in drive B:
   Strike any key when ready
   ```

5. Remove the MS-DOS disk from Drive A.
6. Insert the source disk in Drive A and close the door.
7. Insert the copy that you just made, the target disk, in Drive B and close the door.
8. Press any key.
   You see the message:

   ```
   Comparing 40 tracks
   9 Sectors/Track, 2 Sides

   Diskettes compare OK

   Compare another diskette (Y/N)?
   ```

9. To leave DISKCOMP, type: **n** (for NO)
   or
   To compare more disks, type: **y** (for YES)
10. At the end of the DISKCOPY procedure, if you see this message:

    ```
    Insert disk with \COMMAND.COM in drive A
    and strike any key when ready
    ```

    Insert the working copy of MS-DOS in Drive A and press any key. The A> prompt returns.

If you get an error message, repeat DISKCOPY and DISKCOMP. You may need to use a different target disk. For information on any messages that you may get when using DISKCOMP, see the *MS-DOS Reference Manual*.

Note: If you used COPY *.* to make a copy of a disk (see the COPY command), DISKCOMP won't work.

CHANGING THE MS-DOS PROMPT -- THE PROMPT COMMAND

You can change the MS-DOS prompt that you see on the screen. If MS-DOS is already loaded in the computer's memory, you don't need the MS-DOS disk. PROMPT is an internal command.

For example, let's say you want the prompt to say " You are the boss, I am the slave." To change the prompt, you type:

prompt You are the boss, I am the slave.

This translates as:

prompt	Change the prompt...
You are the boss, I am the slave	...to " You are the boss, I am the slave."

When you press the **RETURN** key, the prompt is changed, but only temporarily. When you turn off the computer, MS-DOS forgets the command. For more information on the PROMPT command, see the *MS-DOS Reference Manual.*

SUMMARY

CHKDSK issues a status report on a disk. You should check your disks periodically to make sure they haven't developed any errors. Use DISKCOPY to make a copy of a disk. Keeping backup copies is the best way to protect your files. DISKCOMP verifies that the new copy is an exact duplicate of the original.

The PROMPT command changes the prompt that's displayed on the screen. If you need more information on any MS-DOS command, see the *MS-DOS Reference Manual.*

CHAPTER 8
MORE ABOUT FIXED-DISK SYSTEMS

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PREPARING A FIXED DISK FOR USE

Before you can use your fixed disk you need to prepare and organize it. This chapter explains how to:

- Partition and format a fixed disk for use.
- Organize a fixed disk once you've set it up.

Remember, on a fixed-disk system the fixed disk is referred to as Drive C and the floppy disk is called Drive A.

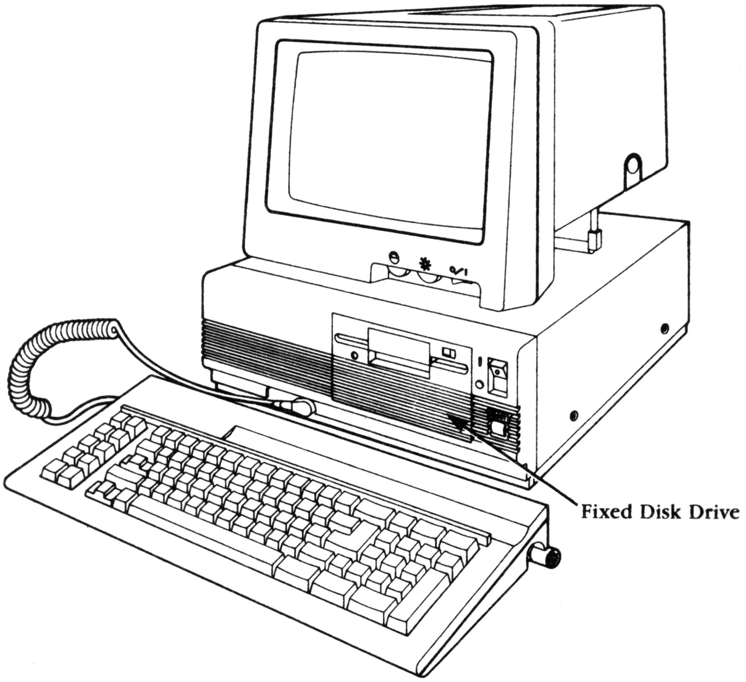

Figure 8-1 Fixed-Disk System

What Is a Partition?

A fixed disk gives you much more storage space than a floppy disk. You can divide up this space into *partitions*. A partition is simply an independent unit of space on a fixed disk. Each partition can be used by one operating system. You can have up to four partitions on a fixed disk.

Most people need only one partition with MS-DOS installed on it. This guide assumes that all you need is one partition for MS-DOS. If you are planning to use more than one operating system, see the *MS-DOS Reference Manual* for more information on partitions.

Formatting a Fixed Disk

You have read about formatting floppy disks. Like a floppy disk, a fixed disk must be formatted. The FORMAT command gives a fixed disk a format that MS-DOS can use; it also analyzes the disk for defective sectors. After you've established a partition for MS-DOS on the fixed disk, you need to format it.

WARNING

When you format any disk, you destroy all information that it may have held. Once you have formatted your fixed disk, you should not have to format it again.

When you format the fixed disk you:

- Transfer three special MS-DOS files to it:

  IO.SYS
  MSDOS.SYS
  COMMAND.COM

- Give it a volume label (see Chapter 6 for information on volume labels).

After you've formatted the fixed disk, you transfer the rest of the MS-DOS files with the COPY command.

PREPARE.COM

If you have a Leading Edge computer with a fixed disk, you can prepare the fixed disk in one of two ways:

- You can use PREPARE.COM.

  PREPARE.COM is a program that creates a single partition on the fixed disk, formats it, and copies the MS-DOS system files onto it.

  PREPARE.COM is on the Diagnostics disk that came with your computer. Instructions on how to use the program are in the *Operator's Guide*. Even if you've already used PREPARE.COM to prepare your fixed disk, you need to finish installing MS-DOS. Follow the instructions below, Making a Working Copy of MS-DOS and Copying MS-DOS Files to a Fixed Disk.

- If you don't want to use PREPARE.COM, you can follow all the instructions in this chapter to prepare your fixed disk. Start with Setting Up One Partition for MS-DOS.

SETTING UP ONE PARTITION FOR MS-DOS

If you haven't prepared your fixed disk with PREPARE.COM, refer to the following set of instructions to partition it, format it, make a working copy of MS-DOS, and copy MS-DOS files onto the fixed disk.

Note: If you're planning to use more than one operating system, read this chapter but follow the instructions in the *MS-DOS Reference Manual* to prepare your fixed disk.

Partitioning a Fixed Disk -- The FDISK Command

You need:

- The original MS-DOS Master disk.
- A blank floppy disk that you've labeled " MS-DOS Working Copy."

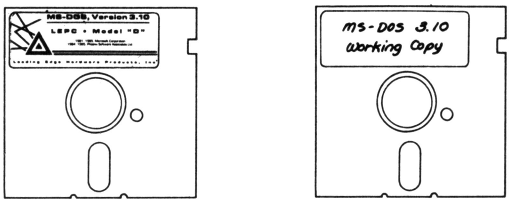
MS-DOS, Version 3.10
LEPC • Model "D"
1981, 1985, Microsoft Corporation
1984, 1985, Phoenix Software Associates Ltd
Leading Edge Hardware Products, Inc
ms-DOS 3.10
Working Copy

Figure 8-2 Preparing a Fixed Disk -- What You Need

1. Insert the MS-DOS Master disk in Drive A and close the door.
2. Turn on the monitor, then turn on the computer.
3. Press the **RETURN** key twice to ignore the date and time prompts. The A> prompt appears on the screen.
4. At the A> prompt, type: **fdisk**

5. Press the **RETURN** key.
   You see:

```
FDISK Options

Choose one of the following:

1.  Create DOS Partition
2.  Change Active Partition
3.  Delete DOS Partition
4.  Display Partition Data

Enter choice: [1]

Press Esc to return to DOS.
```

6. Press the **RETURN** key again to choose option 1, Create DOS Partition.
   You see:

```
Create DOS Partition


Do you wish to use the entire fixed
disk for DOS (Y/N)........................ [Y]

Press Esc to return to FDISK Options
```

7. Press the **RETURN** key again to confirm that you are creating a single partition. You see:

```
Create DOS partition

Partition  Status   Type   Start   End   Size
  1           A     DOS        0   610    611

Total disk space is 611 cylinders
The current active partition is 1

Press Esc to return to FDISK options
```

Note: If the fixed disk is larger than 10 megabytes, you'll have more than 611 cylinders in the partition.

The fixed disk is now set up with one partition that has 10 megabytes or more of storage space. The next step is to format the fixed disk.

Formatting a Fixed Disk -- The FORMAT Command

Make sure the MS-DOS Master disk is still in Drive A. The Create DOS Partition screen should still be displayed.

1. Press the **ESC** key.
   You see the FDISK Options screen.

2. Press the **ESC** key again.
   You see the message:

   ```
   System will now reboot
   Insert DOS diskette in drive A:
   Press any key when ready.
   ```

   The MS-DOS disk should already be in Drive A.

3. Press any key.

4. Press the **RETURN** key twice to ignore the date and time prompts.

5. At the A> prompt, type: **format c:/v/s**

   /V allows you to label the fixed disk. /S transfers the MS-DOS system files to the fixed disk during the formatting process.

6. Press the **RETURN** key.
   You see the message:

   ```
   !!! WARNING !!!

   You are formatting the hard disk

   THIS WILL DESTROY ALL DATA ON THE HARD DISK

   Enter Y to continue, any other key
   will cancel the request to format

   Do you wish to format the hard disk?
   ```

7. To continue, type: **y**
   You see:

   ```
   WARNING, ALL DATA ON NON-REMOVABLE DISK
   DRIVE C: WILL BE LOST!
   Proceed with FORMAT (Y/N) ?
   ```

8. Again, type: **y**

9. Press the **RETURN** key.
   Formatting a fixed disk takes several minutes. When the process is complete, you see the message:

   ```
   Formatting...Format complete
   System transferred

   Volume label (11 characters, ENTER for none)?
   ```

10. Type the volume label you want to give the fixed disk and press the **RETURN** key. The name can't have more than 11 characters. It can have any of the same characters that are valid for a filename, and spaces are allowed as well.

    or

    Press the **RETURN** key if you don't want to label the fixed disk.

Note: You can always add or change the label of a disk with the LABEL command. See the LABEL command in Chapter 6 of this guide.

11. At this point, MS-DOS displays some information about the fixed disk, followed by the A> prompt.

```
10600448 bytes total disk space
   65536 bytes used by system
10534912 bytes available on disk

A>
```

The fixed disk is now formatted. The next step is to make a working copy of MS-DOS.

Making a Working Copy of MS-DOS

This section shows you how to make a working copy of MS-DOS on the fixed disk. Choose the country and keyboard codes that you need from the table below. The country code sets time and date formats as well as decimal and currency formats. The keyboard code tells MS-DOS what type of keyboard you're using.

Country	Country Code	Keyboard Code
United States	001	us
France	033	fr
Spain	034	sp
Italy	039	it
United Kingdom	044	uk
Germany	049	gr

Table 8-1 Country and Keyboard Codes

Next you use the SELECT command to tell MS-DOS what country and keyboard codes you want to use. In so doing, you create a working copy of MS-DOS.

- The original MS-DOS Master disk should be in Drive A.
- Have ready a blank floppy disk that you've labeled " MS-DOS Working Copy."

To make a working copy of MS-DOS:

1. The MS-DOS Master disk should be in Drive A and the A> prompt should be displayed on the screen.
2. At the A> prompt, type **select** followed by the country and keyboard codes that you selected. Examples:

   Type: **select 001 us**
   for U.S. formats and a U.S. keyboard.

   or

   Type: **select 033 fr**
   for French formats and a French keyboard.

   or

   Type: **select 034 sp**
   for Spanish formats and a Spanish keyboard.

   or

   Type: **select 039 it**
   for Italian formats and an Italian keyboard.

   or

   Type: **select 044 uk**
   for U.K. formats and a U.K. keyboard.

   or

   Type: **select 049 gr**
   for German formats and a German keyboard.

3. Press the **RETURN** key.
   You see the message:

   ```
   Insert SOURCE diskette in drive A:
   Press any key when ready...
   ```

   The source is the MS-DOS disk. It should already be in Drive A.

4. Press any key.
   The red light goes on. You see the message:

   ```
   Copying 40 tracks
   9 Sectors/Track, 2 sides

   Insert TARGET diskette in drive A:
   Press any key when ready...
   ```

   The target is the blank disk that you've labeled " MS-DOS Working Copy."

5. Remove the MS-DOS Master disk from Drive A and insert the blank disk that you've labeled " MS-DOS Working Copy." Press any key.

   MS-DOS will ask you to change disks again before the procedure is complete.

WARNING

Remember -- the source disk is the MS-DOS Master disk. The target disk is the MS-DOS Working Copy. Do not confuse them. If you make an error and insert the wrong disk, you'll have to start over.

---

6. When the procedure is complete, MS-DOS displays the message:

   ```
   Copy another diskette (Y/N)?
   ```

7. Type: **n**
   You see the message:

   ```
   Insert FIRST diskette in drive A:
   Strike any key when ready
   ```

   The " first diskette" is the MS-DOS Master disk.

8. Remove the MS-DOS Working Copy from Drive A and insert the MS-DOS Master disk. Press any key. You see the message:

   ```
   Comparing 40 tracks
   9 Sectors/Track, 2 Sides

   Insert SECOND diskette in drive A:
   Strike any key when ready
   ```

   The " second diskette" is the disk that you've labeled " MS-DOS Working Copy."

9. Remove the MS-DOS Master disk from Drive A and insert the MS-DOS Working Copy. Press any key.

   MS-DOS will ask you to change disks before the procedure is complete.

WARNING

Remember -- the first disk is the MS-DOS Master disk. The second disk is the MS-DOS Working Copy. Do not confuse them. If you make an error and insert the wrong disk, you'll have to start over.

---

10. When the process is complete, you see the message:

```
Diskettes compare ok
Compare another diskette (Y/N)?
```

11. Type: **n**
    You see the message:

```
Insert target diskette in drive A:
Strike any key when ready
```

    The MS-DOS Working Copy should already be in Drive A.

12. Press any key.

13. At the A> prompt, type: **copy a:config.sys + b:config.sys** and press the **RETURN** key. You see the message:

```
Insert diskette for drive B:
Strike any key when ready...
```

14. Remove the MS-DOS Working Copy from Drive A and insert the MS-DOS Master disk. Press any key. You see the message:

```
Insert diskette for drive A:
Strike any key when ready...
```

15. Remove the MS-DOS Master disk from Drive A and insert the MS-DOS Working Copy. Press any key. You see the message:

```
1 File(s) copied
A>
```

You now have a working copy of MS-DOS. Store the original MS-DOS disk in a safe place. The next step is to copy the working copy of MS-DOS, with the selected country and keyboard codes, onto the fixed disk.

Copying MS-DOS Files to a Fixed Disk

1. Make sure the working copy of MS-DOS is in Drive A.
2. At the A> prompt, type: **copy a:*.* c:/v**
3. Press the **RETURN** key.
   All the external MS-DOS commands and related programs are copied onto the fixed disk. MS-DOS is now completely installed on your fixed disk.

BOOTING WITH MS-DOS ON A FIXED-DISK SYSTEM

From now on, whenever you turn on your fixed-disk system, MS-DOS is loaded automatically, as long as you leave the door on Drive A open. That leads the computer to select Drive C as the default drive. The C> prompt appears on the screen when MS-DOS is ready to receive your instructions.

ORGANIZING A FIXED DISK

A disk directory holds files. When a computer is used by more than one user, or when you are working on several different projects, the number of files in a directory can become large and unwieldy. You may want your own files kept separate from a co-worker's, or you may want to organize your files into categories that are convenient for you.

In an office you can separate files by putting them in different filing cabinets; in effect, you are creating different directories, or units, of information. With MS-DOS you can organize the fixed disk so that files are stored in separate directories.

Directories and Subdirectories

Directories provide a way of dividing files into convenient groups. For example, you may want all of your accounting files kept in one directory and all your word processing documents kept in another.

Any one directory can contain a reasonable number of files, and it may also contain other directories (referred to as *subdirectories*). This method of organizing files is called a *multilevel directory structure*.

A multilevel directory structure can be thought of as a tree, similar to the family tree structure of genealogy.

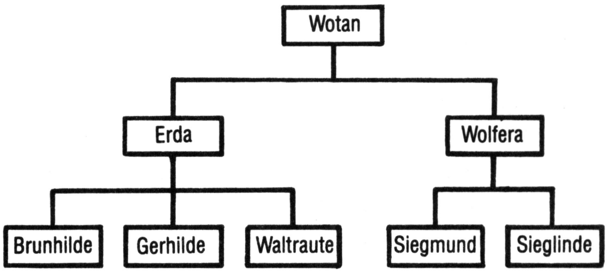

Figure 8-3 A Family Tree

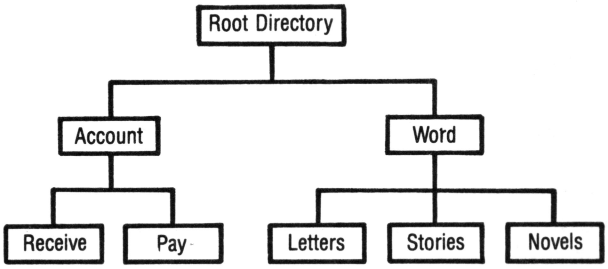

Figure 8-4 A Multilevel Directory

The *root directory* is the first level in the directory structure -- it's at the top. The root directory is automatically created when you format a disk.

The directory structure grows as you create new directories for groups of files, or for other people on the system. Within each new directory, files can be added, or new subdirectories can be created.

In Figure 8-4 there are two subdirectories in the root directory. They are:

- A subdirectory called \ACCOUNT for an accounting program.
- A subdirectory called \WORD for a word processing program.

In the \ACCOUNT directory there are two subdirectories. They are:

- A subdirectory called \RECEIVE for accounts receivable files.
- A subdirectory called \PAY for accounts payable files.

In the \WORD directory there are three subdirectories. They are:

- A subdirectory for \LETTERS.
- A subdirectory for \STORIES.
- A subdirectory for \NOVELS.

Note: There can't be more than 8 characters in a directory or subdirectory name. The same rules apply for naming directories as for naming files. For more information, see Chapter 3, Filenames.

The Current Directory

The directory you are in at any time is called the *current directory*, or sometimes the *working directory*. Unless you take special steps (see Paths below) when you create a file, the new file is created in the current directory.

The Parent Directory

Any directory that has subdirectories beneath it is called a *parent directory*. In Figure 8-4, \ACCOUNT is the parent directory of \RECEIVE and \PAY.

Paths

You can travel around a directory structure by issuing certain commands in MS-DOS. Starting at the root, you move down the branches to the desired file. Conversely, you can start from wherever you are within the system and travel toward the root.

You tell MS-DOS where you want to go by designating a *path*. A path is a sequence of directory names, sometimes followed by a filename, each separated by a backslash character (\). For example:

```
TYPE \ACCOUNT\PAY\JUNE.85
```

The above example tells MS-DOS to display the contents of the file JUNE.85. It also tells MS-DOS where to find the file.

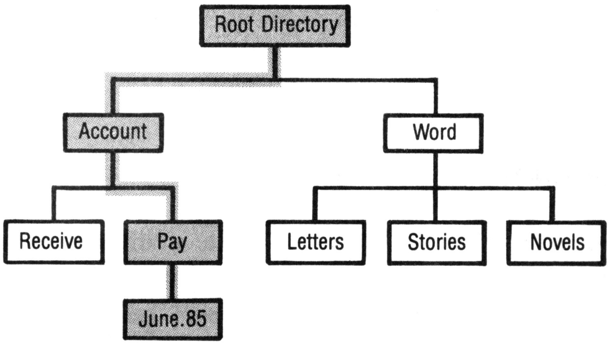

Figure 8-5 The Path to JUNE.85

A path may contain any number of directory names as long as the length of the line doesn't exceed 64 characters. If a path begins with a backslash character (\), MS-DOS begins the search at the root of the directory structure. Otherwise, MS-DOS begins at the current (working) directory and searches downward from there.

USING DIRECTORIES

The following sections describe how to display, change, and delete your current directory. They also tell you how to create directories and subdirectories.

How to Display Your Current Directory

All commands are executed while you are in your current directory. You can find out the name of the directory you are in by issuing the MS-DOS command CHDIR (Change Directory). For example, if you want to find out the name of the directory you're in, you type:

```
chdir
```

When you press the **RETURN** key, MS-DOS displays the name of the current directory. For example:

```
C:\WORD\LETTERS
```

This tells you the active drive is Drive C and the current directory is \WORD\LETTERS.

As a shortcut, you can use the abbreviation CD for the CHDIR command.

Note: Another way to display the current directory is to set the PROMPT command to *$p*. *$p* stands for the current directory of the default drive. See the PROMPT command in the *MS-DOS Reference Manual.*

If you want to see what's in the directory, use the DIR command. For example, for a list of the files and subdirectories in \WORD\LETTERS, you type:

```
dir \word\letters
```

When you press the **RETURN** key you see:

```
Volume in drive C has no label
Directory of C:\WORD\LETTERS

.          <DIR>              9-09-82         10:09a
..         <DIR>              9-09-82         10:09a
JOE   TXT           5243      9-09-82         10:30a
JOHN  TXT           5244      9-09-82         10:35a
SAM   TXT           5243      9-09-82         10:40a
    5 Files              836320 bytes free
```

The . is short for the current directory, \WORD\LETTERS. The .. is short for the parent directory, \WORD. JOE.TXT, JOHN.TXT, and SAM.TXT are all files in the \WORD\LETTERS directory.

Creating a Directory -- The MKDIR Command

To create a subdirectory in your current directory, use the MKDIR (Make Directory) command. For example, to create a new directory named \BUTCH, you type:

```
mkdir butch
```

When you press the **RETURN** key, MS-DOS creates a new directory called \BUTCH under the current directory.

If you want to make a new directory immediately under the root directory, you type:

```
mkdir \butch
```

As a shortcut, you can use the abbreviation MD for the MKDIR command.

Changing Directories -- The CHDIR Command

Changing from your current directory to another directory is very easy in MS-DOS. Simply type the CHDIR (Change Directory) command and then a pathname. For example, if you're in the \WORD directory and want to change to the \ACCOUNT directory, you type:

```
cd \account
```

When you press the **RETURN** key, MS-DOS changes the current directory to \ACCOUNT.

To go to the parent directory of your working directory, you type:

```
cd ..
```

A backslash by itself:

```
cd \
```

simply sends MS-DOS back to the root directory.

Removing a Directory -- The RMDIR Command

To delete a directory, use the RMDIR (Remove Directory) command. A directory must be empty, except for the . and .. directories, before it can be removed. This prevents you from accidentally deleting files and subdirectories.

For example, to remove the \STORIES subdirectory, while you're in the \WORD directory, you type:

```
rmdir stories
```

When you press the **RETURN** key, the \STORIES directory is removed.

You can also delete a directory by specifying its pathname. For example, to remove the \STORIES directory, no matter where you are, you type:

```
rmdir \word\stories
```

When you press the **RETURN** key, the \STORIES directory is removed.

As a shortcut, you can use the abbreviation RD for the RMDIR command.

SUMMARY

A fixed disk must be prepared before you can use it. You need to partition it, format it, and transfer the external MS-DOS commands to it.

Once the fixed disk is ready, you can organize your files in directories and subdirectories using the following commands.

Command	**Purpose**	**Example**
CHDIR (CD)	Displays working directory; changes directories.	CD \BOB\GAMES
MKDIR (MD)	Makes a new directory.	MD \ALICE\INCOME
RMDIR (RD)	Removes a directory.	RD \ROCKY\BILLS

Table 8-2 Commands to Use with Directories

For more information on fixed-disk systems, see the *MS-DOS Reference Manual.*

CHAPTER 9
EDLIN AND GWBASIC

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The previous chapters in this guide have described how to delete, rename, copy, and print files. This chapter deals with creating files.

There are several ways to create files. They are:

- Use an application, such as a word processing, database, or spreadsheet program. See the appropriate user's manual for information on how to create files.
- Use the COPY CON command. See the COPY command in the *MS-DOS Reference Manual.*
- Use EDLIN, the MS-DOS editor program.
- Create a file with GWBASIC.

The next section briefly discusses EDLIN, a text editor supplied with MS-DOS. To create a file with GWBASIC, see below, Running GWBASIC.

Note: The following sections show you how to perform some simple MS-DOS operations. These sections are not meant to teach you how to use EDLIN or GWBASIC. See the *MS-DOS Reference Manual* for more information about EDLIN, and the *Guide to BASIC* manual for more information about GWBASIC.

USING EDLIN

One of the programs on the MS-DOS disk is EDLIN.EXE. EDLIN is a line editor. You can create files with EDLIN, and you can edit (modify) the files.

Let's say you want to create a file named PARTY.LST and store it on the disk in the default drive. On a dual floppy-drive system the default drive is Drive A. On a fixed-disk system the default drive is Drive C.

The file will contain the following lines:

```
Party List
2 tins of anchovies
3 boxes of crackers
1 can of maple syrup
```

The following example shows you how to start EDLIN, create the file, and then exit EDLIN.

To create the file:

1. If you have a dual floppy-drive system, make sure the working copy of the MS-DOS disk is in Drive A.

   If you have a fixed-disk system, you need to be in the directory that contains the MS-DOS commands.

2. Type: **edlin party.lst**

3. Press the **RETURN** key.
   You see the message:

```
New file
*
```

4. The asterisk (*) is the EDLIN prompt. After the asterisk, type: **i** (for insert)

5. Press the **RETURN** key.
   You see the number 1 on the screen.

6. Type the following lines. Remember to press the **RETURN** key after each line.

   Party List
   2 tins of anchovies
   3 boxes of crackers
   1 can of maple syrup

Note: If you make a mistake, press the **BACKSPACE** key to erase it.

7. The screen should look like this:

```
New file
*
        1:*Party List
        2:*2 tins of anchovies
        3:*3 boxes of crackers
        4:*1 can of maple syrup
        5:*
```

8. At line 5, press **CTRL Z** to indicate the end of the file.

9. Press the **RETURN** key.
   The EDLIN prompt, the asterisk, returns.

10. Type: **e** (for end)

11. Press the **RETURN** key.
    The MS-DOS prompt returns.

You now have a file named PARTY.LST. When you type the DIR command, you should see an entry for PARTY.LST. If you want to view the PARTY.LST file, use the TYPE command:

```
type party.lst
```

When you press the **RETURN** key, the PARTY.LST file is displayed. See the *MS-DOS Reference Manual* for more information on how to use EDLIN.

RUNNING GWBASIC

GWBASIC is a general-purpose programming language that's easy to learn. You can make up your own programs with it that tell the computer what to do. A GWBASIC disk is included with your Leading Edge computer.

To start GWBASIC:

1. Make sure the system is booted and the A> prompt is on the screen.
2. Insert the GWBASIC disk in Drive A and close the door.
3. Type: **gwbasic**
4. Press the **RETURN** key.
   You are now in GWBASIC. You see the GWBASIC prompt:

```
Ok
```

You can create and run programs in GWBASIC, and you can create text files with the GWBASIC editor.

To quit GWBASIC and return to MS-DOS:

1. At the GWBASIC prompt (Ok), type: **system**
2. Press the **RETURN** key.
   The MS-DOS prompt returns.

SUMMARY

This guide has discussed the basic commands that you need to know to use the Leading Edge Model D computer. The *MS-DOS Reference Manual* has more detailed information for when you need it.

Remember:

- Make a working copy of MS-DOS so that you'll always have the original to recopy.
- The SELECT command allows you to make a working copy with the keyboard and country codes that you want.
- You should always make backup copies of your files and disks.
- If you have a fixed-disk system, be sure to read the chapter in the *MS-DOS Reference Manual* about fixed disks. You'll also need to read more about the commands you use with a fixed disk.

GLOSSARY

. -- this abbreviation means " all files on a disk or in a directory." For example, on a dual floppy-drive system, the command COPY A:*.* B: means copy all files from the disk in Drive A to the disk in Drive B.

active drive -- see *default drive.*

application program -- a software program that consists of coded instructions for the computer to follow. Application programs are usually distributed on floppy disks and are sometimes called software or software application programs.

ASCII -- the American Standard Code for Information Interchange. It is the standard code computers use to store characters.

backup -- to periodically make a copy of important files in order to protect data.

backup disk -- a reserve copy of your data or system disk that can be used in case the current disk is damaged. See *working copy.*

BASIC -- stands for Beginners' All-purpose Symbolic Instruction Code. BASIC is a general-purpose and widely used computer language.

binary code -- a code recognized by computers that consists of 1's and 0's.

boot -- to start a computer by loading an operating system.

bootable disk -- a disk that you can use to start the computer and load MS-DOS. It contains the hidden MS-DOS system files, IO.SYS and MSDOS.SYS, and COMMAND.COM. Sometimes called a system disk.

buffer -- a temporary holding area in the computer's memory.

byte -- a unit of measurement used by computers. When you type **DIR**, MS-DOS displays filenames and their sizes in bytes. For example, 1024 means 1024 bytes.

cancel -- to stop the computer's current activity, usually by simultaneously pressing the **CTRL** and **BREAK** keys.

character -- any letter of the alphabet, digit 0 through 9, punctuation mark, symbol, or space.

command -- a short program that tells MS-DOS how to do a specific task.

COMMAND.COM -- the MS-DOS file that contains the MS-DOS internal commands, sometimes referred to as the command processor.

command line -- where you type your instructions for MS-DOS.

command processor -- see *COMMAND.COM.*

country code -- used to set date, time, currency, and decimal formats in MS-DOS.

current directory -- the directory that you are currently in. Also called the *working directory.*

cursor -- a movable marker that shows your current position on the screen.

cursor movement keys -- these keys move the cursor around on the screen in certain programs.

data -- any information (letters, numbers, symbols, etc.) that the computer can process, store, or produce.

data disk -- a disk that contains data files (rather than program files).

database program -- a program that stores and manipulates information.

default drive -- the drive that MS-DOS searches when you type a filename or command. The default drive letter is displayed with the MS-DOS prompt. For example, if the prompt is A>, the default drive is Drive A. MS-DOS looks for files in the default drive unless you specify a different drive name.

device -- something connected to a computer. Examples of devices are printers, disk drives, and monitors.

directory -- a unit on a disk that contains files and, possibly, subdirectories.

disk -- a storage medium consisting of a magnetic surface on which data is stored, similar to the way sounds are recorded on tape. See *fixed disk* and *floppy disk.*

disk drive -- a hardware component that stores and retrieves information on a disk. It can be either a fixed-disk drive or a floppy-disk drive.

Disk Operating System (DOS) -- the software that controls the overall operation of a computer system. A disk operating system is usually distributed on floppy disks, although you can copy it on a fixed disk if you have one.

display -- a visual presentation of information on the screen.

drive -- see *disk drive.*

drive name -- consists of a drive letter and a colon. A drive name tells MS-DOS what drive to look on for a file.

dual-floppy drive system -- a computer that has two floppy-disk drives. The drives are usually referred to as Drive A and Drive B.

echo print -- the printer types what's on the screen as it appears.

editing keys -- these keys are used to edit the MS-DOS command line.

editor -- a program that allows you to type text and data on the computer. Editors usuallly allow you to move, add, and delete characters and lines. Editors can be line-oriented, meaning that you can only process text one line at a time, or screen-oriented. Screen-oriented editors allow you to operate on large portions of text at a time. See *word processor.* The MS-DOS editor is called EDLIN. See *EDLIN.*

EDLIN -- a line-oriented editor that comes with MS-DOS. See *editor.*

end-of-file mark -- used to mark the end of a file, usually a **CTRL Z** character.

error message -- notifies you when a problem has arisen with the hardware, the operating system, or your data disk.

execute -- to perform an MS-DOS operation or command by pressing the **RETURN** key.

extension -- an optional name added onto a filename that identifies a file's type. It can have up to three characters and is separated from the filename with a period.

external command -- an MS-DOS command that must be read from the MS-DOS disk in order to run. It is not resident in the computer's memory.

file -- a collection of related information with an identifying name. Programs and commands are considered files.

filename -- the characters that identify a file. A filename can be from 1 to 8 characters long and can have a filename extension. Certain filenames are reserved by MS-DOS and should not be used. See *reserved filenames.*

filename extension -- see *extension.*

fixed disk -- a disk composed of magnetic coating applied to a rigid aluminum or ceramic plate. It is usually not removable (as is a floppy disk). A fixed disk has more storage capacity and faster access speed than a floppy disk.

fixed-disk drive -- a drive that reads and writes on a fixed disk. See *fixed disk.*

fixed-disk system -- a computer that has a fixed-disk drive and one floppy-disk drive.

floppy disk -- a plastic disk, in a square protective cover, used for storing programs and files.

floppy-disk drive -- a drive that reads and writes on a floppy disk. When you insert a floppy disk in a floppy-disk drive, the drive can read the magnetic surface of the disk. It can also write on the floppy disk. This is how information is passed to and from a disk and the computer's memory.

format -- to prepare a disk to receive and store information by dividing the tracks on the surface of the disk into sectors in a manner compatible with MS-DOS. Formatting erases any previous data stored on the disk.

function keys -- the F1 through F10 keys on the left side of the keyboard. When pressed they perform certain editing operations on the MS-DOS command line.

GWBASIC -- GWBASIC stands for Gee Whiz BASIC. See *BASIC.*

hardware -- the physical parts of the computer; e.g., printer, central processing unit, disk drives.

hidden files -- the system files IO.SYS and MSDOS.SYS. "Hidden" means that they are not displayed as directory entries when you use the DIR command. They are hidden so that they can't be changed.

input -- information entered into a program, rather than information produced by a program.

internal command -- an MS-DOS command that is resident in the computer's memory after MS-DOS has been loaded. Internal commands run even when the MS-DOS disk has been removed.

IO.SYS -- one of the two hidden system files.

keyboard -- the hardware device with a panel of keys that is used to type data or execute commands.

keyboard code -- used to set the keyboard driver for foreign keyboards.

keyboard driver -- a program that defines the keys on the keyboard according to various national standards.

kilobyte -- 1,024 bytes.

label -- see *volume label.*

load -- to insert a disk into the disk drive, causing data and programs to be read into the computer's memory.

Master Disk -- the MS-DOS disk. Make a working copy of the Master Disk and then store the Master Disk away in a safe place.

megabyte -- 1,048,576 bytes.

memory -- the area of the computer that temporarily stores programs and data while the computer is on. The computer can quickly access what is currently in memory. Most programs come on a floppy disk. Usually, when you run a program, a disk drive transfers the program, or parts of it, from the floppy disk to the computer's memory. When the program is finished, it is transferred back to the disk. You can think of a floppy disk as permanent storage and the computer's memory as temporary storage. Memory is measured in kilobytes (see also *byte*).

message -- see *error message* or *screen message.*

modem -- a device that converts computer output (which is digital) to an analog form. This makes it possible to send information from a computer over a telephone line.

monitor -- the computer screen. It can be either monochrome or color.

MSDOS.SYS -- one of the two hidden system files.

multilevel directory -- a hierarchical structure for storing files.

numeric keypad -- the set of numbered keys to the right of the keyboard which can also control cursor movement.

operating system -- see *Disk Operating System* (*DOS*).

output - data transferred from a computer to a printer or to a file.

parent directory -- any directory that has a subdirectory beneath it.

partition -- an area of a fixed disk that is reserved for the use of an operating system.

path -- tells the computer which directories to go to in order to get to the working directory.

pathname -- see *path.*

PREPARE.COM -- a program on the Model D Diagnostics Disk that creates a partition for MS-DOS on a fixed disk, formats it, and then copies MS-DOS system files on it.

printer -- a hardware component capable of converting data from a computer into printed form.

program -- a series of coded instructions that tell the computer what to do.

program disk -- a disk that contains program files.

prompt -- an on-screen indicator that tells you MS-DOS is waiting for your instructions. The MS-DOS prompt consists of the default drive letter (usually A, B, or C) and >. An example of an MS-DOS prompt is A>.

read -- when a disk drive retrieves data from a disk, the computer is said to be " reading" information.

reboot -- turning the computer off and then on again. Memory is cleared and an operating system is reloaded.

reserved filenames -- filenames reserved by MS-DOS. They are AUX, CON, LPT, COM, LST, and NUL.

root directory -- the first level in the directory structure.

screen message -- an on-screen message that asks you to type an entry or press a key.

scrolling -- the way MS-DOS displays information on the screen. Text rolls off the top of the screen as more information appears at the bottom.

software -- programs that run on computer hardware. Software consists of coded instructions for the computer to follow.

source disk -- the original disk.

spreadsheet -- a program used for manipulating numbers.

status report -- a report prompted by the CHKDSK command that displays certain information about a disk, such as bytes available, number of directories and files, etc. It also reports any errors on the disk.

subdirectory -- a directory within a directory.

system disk -- see *bootable disk.*

system files -- the two hidden files IO.SYS and MSDOS.SYS.

system reset -- to clear the computer's memory and reload the operating system without turning the power off and on. Sometimes called a *warm boot.*

target disk -- the disk that receives the results of the current MS-DOS operation.

text file -- a readable file made up of letters and/or numbers.

volume label -- a name the user gives to a disk. It is displayed when certain MS-DOS commands are run.

warm boot -- see *system reset.*

wildcard characters -- ? and *. Substitute characters that allow greater flexibility in retrieving and editing MS-DOS files.

word processor -- a program that manipulates text and/or data. It allows you to type text and then reformat it.

working copy -- the copy of a disk you make for daily use in order to lengthen the lifetime of the original.

working directory -- see *current directory.*

write -- when a disk drive records data on a disk, the computer is said to be "writing" information.

write-protect - to guard a disk from being written on or changed so that data already on it can't be destroyed. Write-protect a disk by affixing a write-protect tab. Never write-protect current data disks.

write-protect notch -- a square cut on the upper-right side of a floppy disk.

write-protect tab -- a small adhesive tab used to cover a write-protect notch.

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